Software Solutions
Microsoft Excel Level Three
Data Manipulation

The aim of this Level Three course is to show the participant useful commands and tools when working with large lists. Including Pivot Tables, Advanced Filtering, Named Ranges, Database Functions, Custom Views and automating repetitive tasks with Macros. By learning these tools, the participant will be able to manipulate large lists of data easily. Attendees do not have to do Level Two, but they must be able to do basic arithmetic formulas and use the basic functions such as SUM, AVERAGE, MAX, MIN and COUNT. Level Two is not a pre-requisite to Level Three they can be done in any order they are different subject areas, but it is an advantage.

FILTERING

☐ NUMBER, DATE & TEXT FILTERS	☐ CLEAR & REMOVE FILTERS

FORMATTING as a TABLE

☐ TABLE STYLES	☐ BANDED ROWS & BANDED COLUMNS
☐ TOTAL ROW & SUBTOTAL FUNCTION	☐ PAGE LAYOUT

NAMED RANGES

☐ CREATING A NAMED RANGE	☐ NAVIGATE NAMED RANGES
☐ EDIT & REDEFINE A NAMED RANGE	☐ DELETE A NAMED RANGE

ADVANCED FILTERING

☐ FILTER & EXTRACT RECORDS	☐ CRITERIA DEVELOPMENT
☐ PROTECTING DATA	☐ AUTOMATING WITH MACROS

REMOVE DUPLICATES & DATA VALIDATION

☐ CREATING A DROP-DOWN LIST	☐ DATA VALIDATION DATES
☐ DATA VALIDATION WHOLE NUMBERS	☐ CIRCLE INVALID DATA & CLEAR CIRCLES

DATABASE FUNCTIONS

☐ DSUM, DMAX, DMIN FUNCTION	☐ DCOUNT & DAVERAGE FUNCTIONS
☐ IF FUNCTIONS	☐ CONDITIONAL FORMATTING

SUBTOTALS

☐ APPLY & CLEAR SUBTOTALS & COLLAPSE AND EXPAND	☐ AUTOMATING WITH MACROS

OUTLINING A WORKSHEET

☐ GROUP & UNGROUP	☐ CLEAR, COLLAPSE & EXPAND OUTLINE

CUSTOM VIEWS

☐ CREATING CUSTOM VIEWS WITH PRINT SETTINGS	☐ AUTOMATING WITH MACROS

MACROS

☐ DEVELOPERS TAB	☐ MACRO SECURITY
☐ MACRO ENABLED WORKBOOKS	☐ CREATING A MACRO IN THE ACTIVE WORKBOOK
☐ VIEWING MACRO CODE	☐ EXIT THE VISUAL BASIC EDITOR
☐ ADD MACROS TO QUICK ACCESS TOOLBAR	☐ ADD MACRO TO SHAPES, OBJECTS & KEY BOARD

PIVOT TABLES

☐ CREATING A PIVOT TABLE	☐ SHOW & HIDE THE FIELD LIST
☐ SHOW & HIDE THE FIELD HEADERS	☐ FIELD LIST LAYOUT
☐ CHANGING VALUES TO ROWS OR COLUMNS	☐ CHANGING VALUE FIELD NAMES
☐ CHANGING VALUE FIELD NUMBER FORMAT	☐ CHANGING VALUE FIELD FUNCTIONS
☐ FILTER PIVOTTABLE FIELDS	☐ REFRESHING THE PIVOT TABLE
☐ CHANGE THE SOURCE DATA	☐ PIVOT TABLE OPTIONS
☐ DISPLAYING REPORT FILTER RECORDS ON SEPARATE WORKSHEETS	☐ WORK WITH PIVOT TABLE SLICERS
☐ SORTING A PIVOTTABLE	☐ COLLAPSING AND EXPANDING DETAIL
☐ SUMMARIZE VALUES BY	☐ SHOW VALUES AS CALCULATIONS
☐ PIVOTTABLE STYLES	☐ BANDED ROWS, BANDED COLUMNS
☐ ROW & COLUMN HEADERS & BLANK ROWS	☐ REPORT LAYOUT & GRAND TOTALS
☐ SUBTOTALS & MOVING A PIVOT TABLE	☐ PIVOT CHARTS

EXCEL KEYBOARD SHORTCUTS
You will be taught by Cathi Barker NZ's first Microsoft Office Master Instructor with many years of experience and qualifications in adult education and Microsoft Applications LinkedIn Profile