Microsoft Excel® - Level III

109-P24-CE

In-Class

16 hours

EGP 2200

Target Audience:
This course is intended for advanced users, data analysts, financial analysts, and project managers who need to master complex features such as pivot tables and advanced formulas.

Course Description:
This Advanced Microsoft Excel training class is designed for participants with intermediate Excel skills to gain proficiency in using pivot tables, auditing and analyzing worksheet data, utilizing data tools, collaborating with others, and creating and managing macros, given access to Microsoft Excel and relevant datasets, with a high level of proficiency and confidence.

Course Objectives:
- Use Pivot Tables and related tools in data analysis.
- Trace data relationships within worksheets.
- Use various tools in data handling.
- Finalize collaborative workbooks.
- Use macros for tasks automation.
- Develop task-workbooks with advanced features.
- Use cloud capabilities for collaboration and storage.

Course Outline:
Module 1: Using Pivot Tables
- Creating Pivot Tables.
- More PivotTable Functionality.
- Inserting Slicers.
- Multi-Select Option in Slicers.
- PivotTable Enhancements.
- Working with Pivot Tables.
- Inserting Pivot Charts.
- More Pivot Table Functionality.

Module 2: Auditing Worksheets
- Tracing Precedents.
- Tracing Dependents.
- Showing Formulas.

Module 3: Data Tools
- Converting Text to Columns.
- Linking to External Data.
- Controlling Calculation Options.
- Data Validation.

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- Consolidating Data.
- Goal Seek

Module 4: Working with Others
- Protecting Worksheets and Workbooks.
- Marking a Workbook as Final.

Module 5: Recording and Using Macros
- Recording Macros.
- Running Macros.
- Editing Macros.
- Adding Macros to the Quick Access Toolbar.

Module 6: Random Useful Items
- Sparklines.
- Using Microsoft Translator.
- Preparing a Workbook for Internationalization and Accessibility.
- Importing and Exporting Files.

Module 7: Cloud
- Using the Cloud

Assessment and Attendance Strategy:
- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions.

Upon Successful Completion of this Course, participants will obtain:
1.3 CEUs

Course Language:
Bilingual

Prerequisites:
Satisfactory completion of "Microsoft Excel - Level I and Microsoft Excel Level II courses.