Microsoft Excel Level III (One Day)

Excel Level III, the final course in the Excel Application Specialist certification series, is designed for regular Excel users looking to enhance their skills with advanced data analysis and automation techniques.

In this course, participants will learn to use data validation, create macros, and apply tools like scenarios and goal seek for "what-if" analysis. The course also covers auditing worksheets, working with external data, and inserting hyperlinks. Participants will learn to manage multiple workbooks, create forms, and get an introduction to Visual Basic for automating tasks. By the end, participants will be proficient in advanced Excel techniques to enhance productivity and data management.

Prerequisites: *Participants must have successfully completed Excel Level II or have equivalent experience.*

Creating Macros and Using Visual Basic
Learn how to create and record macros to automate repetitive tasks in Excel, saving time and improving efficiency. Additionally, explore how to use Visual Basic for Applications (VBA) to write custom code, enabling more advanced automation, functionality, and tailored solutions for your specific Excel workflows.

Reviewing Cell Names & Applying Range Names
Learn how to assign and use named ranges to simplify formulas and enhance worksheet navigation.

Data Validation
Explore how to use data validation to control the type of data entered into cells, ensuring consistency and accuracy across your worksheets by setting rules and restrictions.

Using Flash Fill
Understand how to leverage Excel's Flash Fill feature to automatically fill in values based on patterns in adjacent data, making data entry quicker and more efficient.

Tracing Cells and Error Checking
Learn how to trace and audit formulas by visualizing cell dependencies and errors, using tools like Trace Precedents, Trace Dependents, and the Error Checking feature to troubleshoot issues.

Sparklines
Discover how to create and use Sparklines, small in-cell charts that provide a compact visual representation of data trends within a row or column.

What-If Analysis: Scenarios, Goal Seek, and Solver
Dive into What-If analysis tools like Scenarios, Goal Seek, and Solver to explore different outcomes based on varying inputs, and optimize solutions to complex problems.

Consolidating Data
Learn how to consolidate data from multiple sources or worksheets into one summary worksheet, making it easier to analyze large volumes of data from different places.

Exporting Data
Explore the process of exporting data from Excel to various file formats, such as CSV or PDF, to share and distribute your work outside of Excel.

Importing Data: CSV, Web Query
Learn how to import external data into Excel, including CSV files and data from web queries, to easily incorporate information from external sources into your workbook.

All courses are conducted by a Microsoft Certified Excel Expert. Course hours are from 9:00 AM to 4:00 PM, with a one-hour lunch break provided for personal time.