Microsoft Excel Level 3

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Course Objective

You will learn how to change Excel's defaults, different ways to protect data, methods to improve efficiency, analyze data, and create and play macro, add it to a button, edit and delete a macro.

Target Student

This course is intended for a student who has basic Excel experience and want to learn different ways to protect data, methods to improve efficiency, analyze data, and create and play macro, add it to a button, edit and delete a macro, learn shortcuts and troubleshooting, and how to change Excel's defaults.

Prerequisites

It's recommended that participants have taken Excel Level 1 and Excel Level 2 or have equivalent knowledge.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

Collaborate with Others

Data Validation

Protect a Workbook

Protect Worksheets

Protect Some Cells

Analyze Data

Display Formulas

Trace Formulas

Goal Seek

Install the Solver add-in

Use Solver

Consolidate Data by Position

Consolidate Data by Category

Macros

Record a Macro

Play a Macro

Add a Macro to the Quick Access Toolbar

View a Macro's VBA Code

Delete a Macro

Shortcuts and Troubleshooting

Using the Windows Clipboard

Auto Recover

Go To Special

Customize Excel

Changing Excel's Defaults

Customize the Quick Access Toolbar

Use Autocorrect

Also Includes

- Reference Material.
- Certificate of completion.