



Microsoft

Excel

Level 3: Advanced

Who Should Attend

This workshop is intended to help all users get up to speed quickly on the advanced features of Excel. We will cover using Excel online, worksheet Automation, auditing and error checking, data analysis and presentation, working with multiple workbooks and exporting and sorting data.

Format:

- 2x4-hour instructor-led online sessions

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Excel Level 1: Foundation
- Excel Level 3: Advanced

Master Excel's advanced tools for data mastery and automation

Learn how to master a wide range of advanced Excel skills that enable more efficient and powerful data analysis and workbook automation.

This course will help you with:

- Data Consolidation - Combine data from multiple sources into one analytics resource.
- Workflow Automation - Use macros and VBA to automate repetitive tasks.
- Collaborative Editing - Jointly edit live Excel files in real-time with Excel Online.
- Data Governance - Apply data validation rules and control access to sensitive data.
- Advanced Analysis - Perform complex data analysis with Power Pivot, Power Query and data modelling.

The logo for Priority Management Training, featuring the word "Priority" in a stylized, red, cursive font with a registered trademark symbol.

A Better Way To Work

Priority Management Training

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Synopsis:

Excel Level 3: Advanced

Upon completing this course, you will know how to collaborate on workbooks stored online, conduct complex what-if analysis, build connections between multiple data sources, automate worksheet tasks with macros and templates, create dynamic presentations leveraging Excel's visualization tools, and troubleshoot formulas and trace errors.

Unit 1 Excel Online:

- Learn about using both Excel Online and the Excel desktop application, and the differences between them.
- Become comfortable managing workbooks in OneDrive
- Opening and editing workbooks in both applications
- Understand the benefits and obstacles that can be presented by each.

Unit 2 Worksheet Automation:

- Automate worksheets and their functionality
- Manage workbook properties
- Record and run basic macros,
- Create and use templates.
- Use data validation criteria.

Unit 3 Auditing and Error Checking:

- Use formula auditing tools to trace errors and evaluate formulas.
- Track formulas using the Watch Window and the Camera tool.
- Arrange and display data using the Group commands.

Unit 4 Data Analysis and Presentation:

- Using the Quick Analysis Tool
- Adding Sparklines
- What-If Analysis tools and how to use them to explore different outcomes.

Unit 5 Working with Multiple Workbooks:

- Arrange, view, and navigate between multiple workbooks
- Consolidate data from multiple sources
- Create and maintain links between different workbooks
- Resolve broken connections.

Unit 6 Exporting and Sourcing Data:

- Available file formats for exporting data, and how to create them
- Understanding different data sources that can be accessed
- The process of creating and sharing a Microsoft Form to support data collection



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