



Excel - Level 3

Description

Helps learners develop their spreadsheet skills to expert level and realise the full potential of the spreadsheet application to produce higher-quality management information. This course covers: create and maintain complex spreadsheets, manipulate charts, create and use Scenarios, create and use Templates, link cells, worksheets and workbooks, use complicated Functions of various types, use Data Tables and Databases, create and use simple Macros and use Auditing techniques to check for errors.

Skills Required

This course is designed for learners hoping to gain an advanced understanding of the use of Excel for use in a number of professional capacities. Advanced level skills will be gained in a number of valuable techniques. This course assumes a strong understanding of Excel.

Units

- ◇ **Advanced Functions**
- ◇ **Date Functions**
- ◇ **Lookup and Information Functions**
- ◇ **Subtotals**
- ◇ **Advanced Pivot Tables**
- ◇ **General Analysis Tools**
- ◇ **Protecting and Sharing**
- ◇ **Formulae Auditing**
- ◇ **Introduction to Macros**

Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: info@cdsacademy.co.uk or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

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Excel Level 3 Course Content

Advanced Functions

- Nested IF statements
- Nesting IF with AND, OR
- ISERROR and IFERROR
- SUMIF and SUMIFS
- COUNT and COUNTIFS

Date Functions

- DATEIF
- Date Functions

Lookup and Information Functions

- Advanced Lookup (True and False)
- Creating Multiple Column Lookups
- Match Function
- Index Function
- OFFSET Function
- Advanced List Management
- Advanced Filter
- Database Functions

SubTotals

- Creating Subtotals
- Outline View

Advanced Pivot Tables

- Inserting Calculated Fields
- Manipulating Fields
- Changing Value Field Settings
- Grouping Data containing Dates and Numbers
- Formatting Pivot Tables
- Showing and Hiding the Grand Totals
- Changing the Scope of the Data Source
- Summarising Values by Sum, Count, Average, Max and Product
- Show Values as % of Grand Total, Column Total or Row Total
- Creating Pivot Table Reports and Pivot Chart Reports

General Analysis Tools

- Scenarios
- Custom Views
- Goal Seek
- Solver
- Data Tables, One Input, Two Input

Protecting and Sharing

- Sharing a File
- Track Changes
- Protecting Cells, Worksheets
- Password Protect a File/Read Only

Formulae Auditing

- Formula View
- Tracing Precedents
- Tracing Dependents
- Use Watch Window
- Go to Special

Introduction to Macros

- Displaying the Developer Tab
- Recording a Macro
- Where to Save Macros - Personal, Existing or New Workbook
- Absolute and Relative Recording
- Introduction to Form Control Buttons
- Creating Macro Buttons



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