



Microsoft Excel

Level 3 - Advanced

INFOCUS COURSEWARE

Lookup Functions

- Understanding Data Lookup Functions
- Using VLOOKUP
- Using VLOOKUP for Exact Matches
- Using HLOOKUP
- Using INDEX
- Using Match
- Understanding Reference Functions
- Using ROW and ROWS
- Using COLUMN and COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting the Default File Location
- Setting Advanced Options

Protecting Data

- Understanding Data Protection
- Providing Total Access to Cells
- Protecting a Worksheet
- Working With a Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access to Cells
- Password Protecting a Workbook
- Opening a Password Protected Workbook
- Removing a Password From a Workbook

Importing and Exporting

- Understanding Data Importing
- Importing From an Earlier Version
- Understanding Text File Formats
- Importing Tab Delimited Text
- Importing Comma Delimited Text
- Importing Space Delimited Text
- Importing Access Data
- Working With Connected Data

- Unlinking Connections
- Exporting to Microsoft Word
- Exporting Data as Text
- Inserting a Picture
- Modifying an Inserted Picture

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks

Grouping and Outlining

- Understanding Grouping and Outlining
- Creating an Automatic Outline
- Working With an Outline
- Creating a Manual Group
- Grouping by Columns

Summarising and Subtotaling

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Creating Relative Names for Subtotals
- Using Relative Names for Subtotals

Data Consolidation

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating a Linked Consolidation
- Consolidating From Different Layouts
- Consolidating Data Using the SUM Function

Scenarios

- Understanding Scenarios
- Creating a Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating a Scenario Summary Report
- Merging Scenarios

PivotTables

- Understanding Pivot Tables
- Recommended Pivot Tables

- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter

PivotTable Features

- Using Compound Fields
- Counting in a PivotTable
- Formatting PivotTable Values
- Working With PivotTable Grand Totals
- Working With PivotTable Subtotals
- Finding the Percentage of Total
- Finding the Difference From
- Grouping in PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting in a PivotTable

PivotCharts

- Inserting a PivotChart
- Defining the PivotChart Structure
- Changing the PivotChart Type
- Using the PivotChart Filter Field Buttons
- Moving PivotCharts to Chart Sheets

Validating Data

- Understanding Data Validation
- Creating a Number Range Validation
- Testing a Validation
- Creating an Input Message
- Creating an Error Message
- Creating a Drop Down List
- Using Formulas as Validation Criteria
- Circling Invalid Data
- Removing Invalid Circles
- Copying Validation Settings

Product Information



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Information Functions

- Understanding Information Functions
- Using the CELL Function
- Using the ISBLANK Function
- Using the ISERR Function
- Using the ISODD and ISEVEN Functions
- Using the ISNUMBER and ISTEXT Functions
- Using the TYPE Function

Maths Functions

- Understanding Maths Functions
- Using SQRT
- Using ABS
- Using INT
- Using TRUNC
- Using ROUND
- Using ROUNDDOWN and ROUNDUP
- Using ODD and EVEN
- Using CEILINGMATH
- Using MROUND
- Using PRODUCT
- Using SUMIF
- Using SUMIFS
- Using SUMPRODUCT

Text Functions

- Understanding Text Functions
- Using the PROPER Function
- Using the UPPER and LOWER Functions
- Using the CONCATENATE Function
- Using the LEFT and RIGHT Functions
- Using the MID Function
- Using the LEN Function
- Using the SUBSTITUTE Function
- Using the T Function
- Using the TEXT Function
- Using the VALUE Function

Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving a Document as Macro Enabled
- Recording a Simple Macro

- Running a Recorded Macro
- Relative Cell References
- Running a Macro With Relative References
- Viewing a Macro
- Editing a Macro
- Assigning a Macro to the Toolbar
- Running a Macro From the Toolbar
- Assigning a Macro to the Ribbon
- Assigning a Keyboard Shortcut to a Macro
- Deleting a Macro
- Copying a Macro

Recorder Workshop

- Preparing Data for an Application
- Recording a Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects to Run Macros
- Assigning a Macro to an Object