

# Excel 2010/2013 Level 3

<b>Audience</b>	This course is appropriate for learners with intermediate level knowledge of Excel 2013 or a previous version with the Ribbon interface. Students should know how to create absolute and mixed cell formulas; use functions; work with large workbooks; freeze titles; set print titles and page breaks; name ranges; link information in worksheets and workbooks.
<b>Description</b>	The course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with creating and managing data in an Excel database and then performing analysis on the data. Topics include importing and exporting data, using templates to create worksheets, collaborating on worksheets by protecting and sharing them, and macros.
<b>Objectives</b>	<p>After completing the class, students should be able to:</p> <ul style="list-style-type: none"><li>■ Understand the structure of the data list</li><li>■ Add to and edit the data list in the worksheet or through a form</li><li>■ Convert a data list to an Excel table</li><li>■ Use basic and advance filtering and sorting techniques</li><li>■ Verify data being entered into a database</li><li>■ Subtotal data using the Subtotal command</li><li>■ Group and ungroup data</li><li>■ Consolidate data using the Consolidate command</li><li>■ Use database functions to analyze data</li><li>■ Perform what-if analysis using the Scenario, Data Tables and Goal Seek commands</li><li>■ Import data from Access, removing duplicates</li><li>■ Manage external data connections and properties</li><li>■ Import text and web files</li><li>■ Create and protect templates</li><li>■ Share, edit and manage shared workbooks</li><li>■ Track changes made in shared workbooks</li><li>■ Design and create recorded macros</li><li>■ Create absolute and relative references in macros</li><li>■ Assign macros to buttons on the Quick Access Toolbar and Ribbon</li></ul>
<b>Length</b>	1 day



## **Beyond This Level**

When you have successfully completed this class, the next class you should consider is VBA Programming for Excel. An introduction to VBA, as well as terms such as object and variable are discussed. Students also learn to use editing features, procedures and functions, conditional statements, forms, Pivot tables, and debugging techniques. Be sure to leave time for practice before registering for this class.

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### **I. Manipulating a Database in Excel**

- A. The Structure of the Data List
- B. Adding Data to the Data List
- C. Editing Data Using the Form
- D. Converting a Data List to an Excel Table
- E. Filtering Data Using Basic and Advanced Techniques
- F. Advanced Sorting
- G. Verifying Data Entered in a Database

### **II. Analyzing Data in an Excel Database**

- A. Subtotaling Data
- B. Grouping and Ungrouping Data
- C. Data Consolidation
- D. Using Database Functions
- E. What If Data Analysis
- F. Analyzing Data with the Scenario Manager
- G. Analyzing Data with Data Tables
- H. Analyzing Data with Goal Seek

### **III. Importing Data**

- A. Sharing Database Data
- B. Importing Data from Access
- C. Remove Duplicates
- D. Manipulating Connections Properties
- E. Changing External Data Properties

- F. Importing Text Files

- G. Importing from the Web

### **IV. Workbook Collaboration in a Workgroup**

- A. Creating Templates
- B. Protecting Cells and Worksheets
- C. Sharing a Workbook
- D. Editing a Shared Workbook
- E. Managing a Shared Workbook
- F. Stop Sharing the Workbook
- G. Tracking Changes

### **V. An Introduction to Macros**

- A. What is a Macro?
- B. Running a Macro
- C. Designing a Macro
- D. Recording a Simple Macro
- E. Absolute and Relative Referencing in Macros
- F. Examining the Visual Basic Editor
- G. Assigning a Macro Button to the Quick Access Toolbar
- H. Adding a Macro to the Ribbon
- I. Deleting a Macro
- J. Macro Viruses
- K. Auto Open and Auto Close Macros