

Excel Level 3

Audience	This course is designed for intermediate users of Excel who want to use the database, analysis, and automation features in Excel.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to show students how to create, import, and manage data in an Excel, perform analysis on the data. use templates to create custom worksheets, collaborate on worksheets by protecting and sharing them, and design and edit macros to automate repetitive tasks.
Prerequisites	This course is appropriate for learners who have an intermediate mastery Excel. 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.
Objectives	<p>After completing the class, students should be able to:</p> <ul style="list-style-type: none">■ Understand the structure of a data list■ Add to and edit a data list in the worksheet or by using a form■ Convert a data list to an Excel table■ Use basic and advance filtering and sorting techniques■ Verify data being in a database■ Subtotal, group and ungroup, and Consolidate data■ Use database functions to analyze data■ Perform what-if analysis using the Scenario, Data Tables and Goal Seek commands■ Import data from Access, removing duplicates■ Manage external data connections and properties■ Import text and web files■ Create and protect templates■ Share, edit and manage shared workbooks■ Track changes made in shared workbooks■ Design and create recorded macros■ Create absolute and relative references in macros■ Assign macros to buttons on the Quick Access Toolbar and Ribbon
Length	1 day



Beyond This Level When you have successfully completed this class, the next class you should consider is VBA Programming for Excel. Students 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.

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

- I. 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