



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

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Microsoft® Office Excel® 2013: Level 3

Course Length: 1 day

Target Student: This course is intended for students who are experienced Excel 2013 users and have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.

Course Content

Lesson 1: Working with Multiple Worksheets and Workbooks Simultaneously

Topic A: Use 3-D References

Topic B: Use Links and External References

Topic C: Consolidate Data

Lesson 2: Sharing and Protecting Workbooks

Topic A: Collaborate on a Workbook

Topic B: Protect Worksheets and Workbooks

Lesson 3: Automating Workbook Functionality

Topic A: Apply Data Validation

Topic B: Work with Forms and Controls

Topic C: Work with Macros

Lesson 4: Applying Conditional Logic

Topic A: Use Lookup Functions

Topic B: Combine Functions

Topic C: Use Formulas and Functions to Apply Conditional Formatting

Lesson 5: Auditing Worksheets

Topic A: Trace Cells

Topic B: Search for Invalid Data and Formulas with Errors

Topic C: Watch and Evaluate Formulas

Lesson 6: Using Automated Analysis Tools

Topic A: Determine Potential Outcomes Using Data Tables

Topic B: Determine Potential Outcomes Using Scenarios

Topic C: Use the Goal Seek Feature

Topic D: Activate and Use the Solver Tool

Topic E: Analyze Data with Analysis ToolPak Tools

Lesson 7: Presenting Your Data Visually

Topic A: Use Advanced Chart Features

Topic B: Create Sparklines