

# Excel - Level 3

**Category:** Microsoft Office, Microsoft Excel

## Advanced Functions

- Nested IF statements for nesting IF with AND, OR, ISERROR and IFERROR
- SUMIF and SUMIFS
- COUNTIF and COUNTIFS

## Date Functions

- DATEDIF
- 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 Table
- Showing and Hiding the Grand Totals
- Changing The Scope Of The Data source
- Summarizing Values by Sum, Count, Average, Max, and Product
- Show Values As % of Grand Total, % of Column Total, % of 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 Protecting a File/Read Only

## **Formulae Auditing**

- Formula View
- Tracing Precedents
- Tracing Dependents
- Using 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

## About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and realise their full potential whilst clients achieve their corporate goals.

## Who should attend?

Our Microsoft Excel Advanced course is suitable for those with a sound working knowledge of Excel who wish to learn more complex functions and features.

## Prerequisites

You are an experienced users of Excel and would of already attended our [Excel Level 2](#) course or use the features listed on this outline on a weekly basis.

## Course Objectives

At the end of this course you will have a complete understanding of the higher functions of Excel and be able to perform advanced formula, work with data functions, analysis large spreadsheets using advanced PivotTables, Auditing and Scenarios.

This course provides an introduction to Macros.

## Course Duration

1 Day

Our course timings are 09:30 - 16:30.

## Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

## Training Locations

Our open classroom courses are held in Merseyside where we have state of the art training facilities. We also provide in-house training solutions at any office location in the UK or Europe. We frequently deliver training in

Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead, Aberdeen and Ireland.

Closed courses can also be delivered in European countries such as Austria, Belgium, Denmark, Greece, France, Finland, Hungary, Italy, Ireland, Netherlands, Norway, Portugal, Spain, Poland, Sweden, Switzerland and off shore.... Either in English or local languages.

## **Course Dates**

[View our full course schedule here.](#)

## **Software Versions**

We offer training solutions for all versions of Excel - 2003, 2007, 2010, 2013, 2016 and Office 365. For the Mac 2011 and 2016 (Office 365 for the Mac).

## **Related Courses**

[Excel Level 2](#)

[Excel Level 2 Express](#)

[Excel VBA](#)

[Excel PowerPivot](#)

[Excel Dashboards](#)

## **Reviews**

## **BOOKING**

To discuss course contents and booking arrangements, please call SquareOne on:

**T:** +44 (0)151 650 6907

**E:** [enquiries@squareonetraining.com](mailto:enquiries@squareonetraining.com)