

Excel 2013 Level 3



Become an expert in harnessing the power to Excel

OVERVIEW

Discover the world of macros and programming which lets you bring a whole new level of intelligence and interactivity to your spreadsheets.

Setting Excel Options

- Personalising Excel
- Formula options
- Save options
- Advanced options

Formula Techniques

- Nested functions
- Concatenation
- Recalculation

Protecting Data

- Protecting and disabling
- Restricted access
- Password protection

Summarising and Subtotalling

- Creating and copying subtotals
- Subtotals with autofilter
- Relative names

Data Linking

- Linking between worksheets and workbooks
- Updating links

Data Consolidation

- Identical layouts
- Different layouts
- Outlined consolidation

Pivot Tables

- Creating a PivotTable
- Filtering
- Switching labels
- Reporting
- Creating Slicers

PivotTable Techniques

- Formatting
- Grand totals and subtotals
- Difference and percentage
- Sorting

Pivot Charts

- Creating and changing a PivotChart
- Filter field buttons
- Moving to Chart Sheets

Goal Seeking

- Understanding components
- Using Goal Seek

Grouping and Outlining

- Automatic outline
- Manual Group
- Group by columns

Solver

- Installing
- Setting Solver Parameters
- Adding Solver Constraints
- Running Solver Reports

Recorded Macros

- Recording and running macros
- Relative references
- Viewing and editing macros
- The toolbar and ribbon
- Deleting and copying macros

Recorder Workshop

- Summation and divisional macros
- Creating objects

DURATION

1 day

→ [Click Here for Scheduled Dates](#)

DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

PRE-REQUISITES

Know how to create and save a workbook, create formulas and use functions, and perform simple formatting of the data.

CORE COMPETENCIES

- ✓ Data Linking
- ✓ Pivot Tables and Charts
- ✓ Grouping and Outlining
- ✓ Macros

BOOK NOW

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Or call **02 8824 4677**
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