

Microsoft Excel – Level 3

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no.	211-16
Duration	1.00 day(s) 6:00 hours ¹
Website link	https://pmctraining.com/training/microsoft-excel-level-3/

Advanced Techniques to Help You Manage Your Data

This advanced level, one-day course is intended to help everyday users of Excel present their data in more effective ways using PivotTables and PivotCharts. Users will also learn advanced analysis tools like the Scenario Manager, Goal Seek, Data Tables, and advanced functions. Basic macros will also be covered in this course.

Learning outcomes

By the end of this workshop, you will be able to:

- Use more advanced functions: VLOOKUP, IF, database functions to summarize data
- Understand concepts of What-If-Analysis: Goal Seek, Data tables, Scenarios
- Summarize data by using subtotals
- Create and use Pivot Tables and Pivot Charts
- Create a basic Dashboard
- Record basic macros

Workshop topics

More Advanced Functions

- Using lookup tables
- Using functions to summarize data
- Logical functions

Projecting Figures

- Goal seek
- Data tables

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

What-If Analysis

- Scenario concepts
- Creating scenarios
- Managing scenarios

PivotTables

- Data list and Excel table concepts
- PivotTable concepts
- Creating PivotTables
- Modifying PivotTable layouts
- Working with PivotTables
- Options
- Pivot charts
- Slicers
- Basic Dashboard

Macros

- Create simple macros

Prerequisites

There are no prerequisites for this course.

Note on Versions:

This workshop is applicable to users of Microsoft 365, 2019, and 2016 versions. While some features or layouts may differ slightly between versions, the core skills and tools covered remain consistent.

Who should attend this course?

Experienced Excel users who need to manage large amounts of data using Pivot Tables to summarize and analyze the data. Users will learn more advanced functions and Excel What-If tools to make business decisions.