

# MS Excel (2016, 2019, 365) - Level 3

## Course outline

Provided by: Performance Management Consultants – PMC Training



**Reference no.** 211-16

**Duration** 1.00 day(s) | 6:00 hours <sup>1</sup>

**Website link** <https://pmctraining.com/training/ms-excel-2016-2019-365-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

---

<sup>1</sup> 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.

- Data tables

### **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.

## **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.