

# Microsoft Office Excel 2013: Level 3

**Objectives:** You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

**Designed for:** This course was designed for people desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

**Prerequisites:** To ensure your success, we recommend that you first take Microsoft Office Excel 2013: Level 1 and Microsoft Office Excel 2013: Level 2

## Course Content:

### Automating Worksheet Functionality

- Update Workbook Properties
- Create and Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria

### Auditing Worksheets

- Trace Cells
- Troubleshoot Invalid Data and Formula Errors
- Watch and Evaluate Formulas
- Create a Data List Outline

### Analyzing and Presenting Data

- Create Sparklines
- Create Scenarios
- Perform a What-If Analysis
- Perform a Statistical Analysis with the Analysis ToolPak
- Create Interactive Data with Power View

### Working with Multiple Workbooks

- Consolidate Data
- Link Cells in Different Workbooks
- Merge Workbooks

### Exporting Excel Data

- Export Excel Data
- Import a Delimited Text File
- Integrate Excel Data with the Web
- Create a Web Query

**Duration:** 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

**City of London: 020 7256 6668**   **Oxford Circus: 020 7580 1651**

web: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)   email: [courses@pitmanlondon.co.uk](mailto:courses@pitmanlondon.co.uk)



▶ Microsoft Skills   ▶ MOS & ECDL   ▶ Sage   ▶ IT Professional   ▶ Keyboard Skills   ▶ Management Skills  
▶ Secretarial & PA   ▶ Administration   ▶ Personal Development   ▶ Shorthand   ▶ Bookkeeping & Accounts