



Microsoft Excel Level 3

Office 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Lesson 1: Data and Formula Integrity

- Setting up Data Validation
- Validating Existing Data
- Troubleshooting Formulas
- Evaluating Formulas
- Adding Watches

Lesson 2: Formulas across Files

- Creating Workspaces (2010)/Arranging Files (2013)
- Building Formulas across Files
- Building Functions across Files
- Consolidating Data
- Linking Cells across Files

Lesson 3: Working with Text Functions

- Combining Data from Cells
- Separating Data into Cells
- Changing Case Using Functions
- Using Paste Special

Lesson 4: What-If Scenarios

- Using Goal Seek
- Using Solver
- Creating a Data Table
- Using Scenarios

Lesson 5: Securing Data

- Protecting Data on Sheets
- Protecting Workbook Structure
- Removing Protection
- Marking Files as Final

Lesson 6: Collaboration in Excel

- Sharing Workbooks
- Tracking Changes



- Reviewing Changes
- Merging Workbooks

Lesson 7: Import and Export Excel Data

- Importing from the Web
- Exporting To the Web
- Importing from an External Database

Lesson 8: Introduction to Macros

- Recording a Macro
- Running a Macro
- Saving a Macro-Enabled File

Prerequisites

Excel Level 1 and 2 or equivalent working knowledge

To register or for more information call
our office **(208) 898-9036** or email
register@leapfoxlearning.com