

## Microsoft® Office Excel: Level 3

### Online Training Course Content

**Course Objectives:** Students will automate Excel tasks with macros, use advanced analysis tools with more complex data sets, collaborate on worksheets in a team environment, and share Excel data with other applications.

**Prerequisites:** To ensure your success, we recommend that you have experience with performing complex calculations, intermediate level functions, charting, and data filtering. Students can obtain this level of skill through our Level 1 and 2 courses. Contact us to discuss if this level is right for you.

**Delivery Method:** Instructor-led, group-paced, hands-on online training with activities. Additionally, manuals are provided for each student for after class reference.

#### Lesson 1: Streamlining Workflow

Topic 1A: Create a Macro  
Topic 1B: Edit a Macro  
Topic 1C: Combine Macros  
Topic 1D: Intro to VBA Code  
Topic 1E: Options to Run a Macro

#### Lesson 2: Collaborating with Others

Topic 2A: Protect Data in a Workbook  
Topic 2B: Restrict Document Access  
Topic 2C: Share a Workbook in SharePoint or OneDrive  
Topic 2D: Collaborate with Others Online  
Topic 2E: Create Notes, Use Mentions and Resolve Comments to Make Items Stand Out

#### Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells  
Topic 3B: Troubleshoot Errors in Formulas  
Topic 3C: Formulas and Error Options  
Topic 3D: The Watch Window  
Topic 3E: Remove Duplicates

#### Lesson 4: Analysis Tools and Add-Ins

Topic 4A: Conditional Formatting  
Topic 4B: Create Sparklines  
Topic 4C: Perform What-If Analysis  
Topic 4D: Solver Add-In  
Topic 4E: Forecast Data Trends  
Topic 4F: Map Data

#### Lesson 5: Managing Data

Topic 5A: Create a Data List Outline  
Topic 5B: Consolidate Data  
Topic 5C: Data Validation  
Topic 5D: Convert Text to Columns  
Topic 5E: Link Cells in Different Workbooks

#### Lesson 6: Importing and Exporting Data

Topic 6A: Export Excel Data  
Topic 6B: Import a Text or CSV File  
Topic 6C: Import Data from the Web  
Topic 6D: Get Geographic Location Data