



Microsoft® Excel

Level 3

ADVANCED



About the Course

This one-day course is designed for users who want to advance their Excel skills to the elite level.

Course Prerequisites

Participants will need to be familiar with, or have attended, the topics covered in our [Excel Foundations](#) and [Intermediate](#) courses.

Course Objectives

At the end of this course, participants will be comfortable using automated functions, analysing and presenting data, auditing and error checking workbooks, accessing, querying and distributing data.

Course Name: **Excel Advanced** [Code XLIAD3]
Delivery Mode: Face to Face Instructor Led
Time: 9:30am to 5pm
Price: See our [website](#) for current pricing
Cancellation Fee: Nil, full refund*
Concessions: 30% Discount for Job Seekers, Seniors, Health Care Card Holders*

Maximum No: 10 persons, average 6
Our Computers: Dual screen PC/Mac or BYO

Email Support: 12 months from course date*
Free Resit: 9 months*
Certificate: Quality colour printed
Training Manual: Hardcopy (+400 pages), plus quick ref. guides & cheat sheets

Venue: Comdex Training Centre
Location: 157A Commercial Rd. South Yarra
Public Transport: Tram, Train, Bus to our doorstep
Car Parking: Commercial Undercover
Refreshments: Complimentary – all day

Course Content Overview

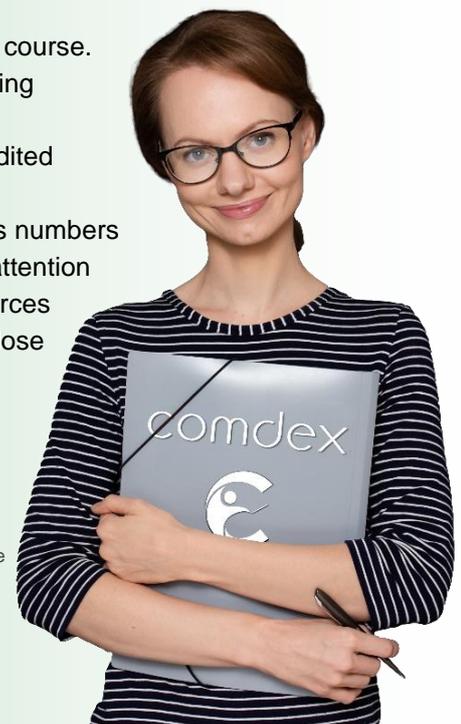
Build on your solid Excel knowledge with Excel's most powerful functions and tools, including

- Worksheet automation of repetitive and tedious tasks
- Auditing and error checking
- Data analysis and presentation
- Working with multiple workbooks, dynamic external data and programs
- Importing and exporting data
- Advanced sorting techniques
- **New!** Powering Excel with ChatGPT

See the full course content on reverse side ⇨

- ✓ Fast track one-day course. Train today, get going tomorrow
- ✓ Face to face accredited instructors
- ✓ Capped small class numbers ensures personal attention
- ✓ Unparalleled resources
- ✓ Centrally located close to the CBD
- ✓ First class facilities
- ✓ Relaxed informal atmosphere

*Please refer to our website for full details and T&Cs.



Comdex Training Centre
157A Commercial Road
South Yarra Victoria 3141



1300 977 773
comdex.com.au

Excel Versions

Accessing and Using Excel

Version & Platform Differences

Worksheet Automation

Managing Workbook Properties

View Workbook Properties
Using the Document Inspector

Working with Macros

What is a Macro?
Recording a Macro
Saving a Macro
Inspecting and Editing Macros
Macro Security

Create and Use a Template

Set the Custom Template Directory
Save a Workbook as a Template
Edit a Template
Open a New Workbook Based on a Template

Use Data Validation in a Workbook

The Data Validation Dialog Box
Data Validation Settings
Input Messages
Error Alerts

Auditing and Error Checking

Tracing Cells

Show Formulas
Trace Precedents and Dependents
Tracer Arrows

Error Checking

Invalid Data
Formula Errors and Their Types
How to Check for Errors

Evaluating Formulas & Using the Watch Window

The Watch Window
The Camera Tool
The Evaluate Formula Tool

Data List Outlines

Outlines
Auto Outline
The Subtotal Command

Data Analysis and Presentation

Quick Analysis Tool

Access the Quick Analysis Tool
Quick Analysis Options

Adding Sparklines

Sparkline Types
Inserting and Editing Sparklines
The Sparkline Tab

What-If Analysis

The Scenario Manager
Using Goal Seek

The Analysis ToolPak

Load the Analysis ToolPak
The Data Analysis Dialog Box

Excel Dashboards

Gather Your Data
Analyse
Design

Pivot Tables, Slicers & PivotCharts

Create a PivotTable

Start with Questions, End with Structure
The Create PivotTable Dialog Box
The PivotTable Fields Task Pane
Summarise Data in a PivotTable
The "Show Values As" Functionality of a PivotTable
Format a PivotTable
External Data
PowerPivot
PowerPivot Functions

Filter Data Using Slicers

Slicers
The Insert Slicers Dialog Box

Analyse Data with PivotCharts

PivotCharts
Creating PivotCharts
Applying a Style to a PivotChart
Use Synchronous Scrolling

Linking to Data in Multiple Workbooks

External References
Editing Links
Broken Links

Consolidating Data

Data Consolidation
Consolidation Functions
Use the Consolidate Dialog Box

Working with Multiple Workbooks

Arrange Workbooks

Arrange Workbooks for Viewing
View Workbooks Side by Side
Use Synchronous Scrolling

Linking to Data in Multiple Workbooks

External References
Editing Links
Broken Links

Consolidating Data

Data Consolidation
Consolidation Functions
Use the Consolidate Dialog Box

Exporting and Sourcing Data

Exporting Data

Export File Format Options
Exporting Worksheet Data

Using Data Sources

Data Sources in Excel
Importing a Delimited File
Using a Web Query

Use a Microsoft Form for Data Collection

Insert a Microsoft Form into a Workbook
Add Questions
Preview a Form
Share a Form
Review the Results

Powering Excel with ChatGPT (AI)

ChatGPT Explained
Setup and Configuration
Using Excel with ChatGPT
Boosting Your Skills & Productivity
Automation & Time Saving Guide



Small Class Size



Free Email Support



Awesome Trainers



Great Location



Resit Guarantee



Free Cancellation



No Stress Training



Accredited Certificate



Hands-on Training



Printed Manuals



In Just One Day



Hi-Tech Centre

