

Level 3 Excel

Setting up a workbook

Set advanced and custom workbook properties

This section covers items like:

- Viewing a workbook's properties
- Adding properties with custom names and types

Use workbook templates

This section covers items like:

- Creating a template from a workbook
- Using a template to create a new workbook

Set calculation properties

This section covers items like:

- Configuring Excel to calculate formulas manually rather than automatically
- Enabling iterative calculation

Presenting data visually

Create dynamic charts

This section covers items like:

- Linking a table and a chart
- Using AutoFilter to display only certain data on a chart

Format chart elements

This section covers items like:

- Changing the colour of chart elements like lines, bars and columns
- Changing the font attributes of labels and titles
- Customising how gridlines look
- Highlighting one particular data point to make it stand out

Add a trendline to a chart

This section covers items like:

- Adding a trendline to a chart
- Setting trend line forecasting and order options

Add secondary axes to a chart

This section covers items like:

- Displaying data with different scales on the same chart
- Combining chart types to distinguish data

Use chart templates

This section covers items like:

- Reusing a chart layout and design

Insert sparklines

This section covers items like:

- What sparklines are
- How to insert sparklines into a worksheet
- How to format sparklines
- How to remove sparklines

Analysing data

Use the Goal Seek tool

This section covers items like:

- Setting up a what-if analysis
- Carrying out trial and error with Excel
- Using the Goal Seek tool to find the right input for a desired result

Set up scenarios

This section covers items like:

- Saving and load different sets of values
- Viewing a summary of different scenarios

Create a data table

This section covers items like:

- Understanding what a formula variable is
- Being able to create tables to see how changing a variable alters a formula's result

Consolidate data from multiple worksheets

This section covers items like:

Creating a summary of data from different worksheets

Using PivotTables and PivotCharts

Create a PivotTable

This section covers items like:

What PivotTables are

How to create a PivotTable

How to move data around in a PivotTable

How to format data in a PivotTable

Manipulate a PivotTable

This section covers items like:

Filtering columns and rows in a PivotTable

Adding report filters to filter a PivotTable as a whole

Rearranging fields to see subtotals

Use PivotTable slicers

This section covers items like:

Using slicers to simplify analysing PivotTables

Insert a PivotChart

This section covers items like:

Creating a dynamic chart linked to a PivotTable

Group data in a PivotTable

This section covers items like:

Summarising parts of a PivotTable by grouping fields

Formatting numbers

Get started with custom number formats

This section covers items like:

- Understanding how custom number formats are specified
- Being able to create a number format with custom settings for decimal places, alignment and thousand separators
- Being able to use a custom number format to control leading and trailing zeroes

Go further with custom number formats

This section covers items like:

- Displaying positive and negative numbers in different ways using the same custom number format
- Using custom number formats to insert your own unit of measurement

Use custom date and time formats

This section covers items like:

- Using custom number formatting to display dates and times

Using formulas and functions

Use array formulas

This section covers items like:

- Performing multiple calculations on a range of data with a single formula

Use lookup functions

This section covers items like:

- What lookup functions are
- How to use the VLOOKUP and HLOOKUP functions

Use logical functions: IF

This section covers items like:

- Understanding what logical functions are
- Being able to use the IF functions

Use logical functions: AND, OR

This section covers items like:

- Using the AND and OR functions

Use conditional summary functions

This section covers items like:

Using functions that perform calculations only with cells that meet certain criteria

Auditing workbooks

Check for errors in workbooks

This section covers items like:

Recognising error indicators

Using the Error Checking tool

Adjust error checking options

This section covers items like:

Choosing when Excel should indicate possible errors

Changing how errors are indicated

Display and print formulas

This section covers items like:

Displaying formulas rather than calculated results in your worksheets

Making formulas rather than results show up when printing

Trace formula precedents and dependents

This section covers items like:

Tracing which cells in a worksheet make up a particular formula

Tracing whether a formula is linked to any others

Evaluate a formula

This section covers items like:

Performing a formula's calculations step by step

Validate data

This section covers items like:

Making cells accept only certain types of information

Making cells display a message so users know what kind of information to enter

Making cells display a warning if unsuitable information is entered

Locate invalid data

This section covers items like:

Highlighting data in a worksheet that does not meet certain criteria

Use pick lists

This section covers items like:

Adding a pick list to a cell so it can only contain certain values

Using XML

Get started with XML

This section covers items like:

What XML is

How to import XML data into Excel

How to refresh an XML table to include new data

Go further with XML

This section covers items like:

Using the XML Sources task pane

Adding an XML schema to a workbook

Mapping XML elements to a workbook

Export data as XML

This section covers items like:

Exporting data as XML

Protecting and sharing workbooks

Protect a workbook with a password

This section covers items like:

Protecting individual worksheets in a workbook so only certain people can make certain types of changes

Protecting cell ranges on worksheets

Protecting a workbook structure so worksheets cannot be added, deleted or moved

Protect parts of a workbook

This section covers items like:

- Specifying how long changes are tracked for
- Reviewing some changes and not others
- Viewing and filter the change log

Work with Track Changes

This section covers items like:

- Specifying how long changes are tracked for
- Reviewing some changes and not others
- Viewing and filter the change log

Using macros and form controls

Create a macro

This section covers items like:

- What macros are
- Knowing how to set up a macro

Create a shortcut to a macro

This section covers items like:

- Adding a macro to the Ribbon
- Adding a macro to the Quick Access Toolbar

Manage macro settings

This section covers items like:

- Identifying a macro-enabled workbook
- Managing Excel options for opening workbooks with macros

Insert form controls: buttons

This section covers items like:

- What form controls are and how to insert them
- How to link a button to a macro

Insert form controls: list boxes

This section covers items like:

How to add a list box to a worksheet

How to use the list box index number in further calculations

Insert form controls: spin buttons

This section covers items like:

How to add a spin button to a worksheet

How to use a spin button to adjust the value of a cell within certain rules