



MS Excel

Level 3

YOUR PARTNER IN EXCELLENCE

Importing & exporting data

- ❖ Importing external data into excel
- ❖ Importing text data into excel
- ❖ Importing data from a database
- ❖ Exporting data from excel
- ❖ Publishing worksheets & workbooks to the web

Formatting numbers

- ❖ Creating custom number formats
- ❖ Using conditional formatting
- ❖ Applying conditional formatting based on top/bottom rules
- ❖ Applying specialized conditional formatting
- ❖ Clearing conditional formatting
- ❖ Creating your own formatting rules
- ❖ Managing conditional formatting

Working with ranges and vlookup

- ❖ Naming a range
- ❖ Using a named range
- ❖ Managing range names
- ❖ Using the vlookup function

Data analysis tools

- ❖ Creating a pivottable
- ❖ Rearranging a pivottable
- ❖ Filtering pivottable data with slicers
- ❖ Filtering pivottable inline
- ❖ Creating custom filters
- ❖ Filtering pivottable data using timeline
- ❖ Setting pivottable options
- ❖ Formatting a pivottable
- ❖ Creating a pivotchart

Summarizing data

- ❖ Adding subtotals to a list
- ❖ Nesting subtotals
- ❖ Applying advanced filters
- ❖ Adding group and outline criteria to ranges
- ❖ Using data validation
- ❖ Converting text to columns
- ❖ Previewing data using quick analysis

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Working with macros

- ❖ Creating a macro
- ❖ Running a macro
- ❖ Saving a workbook with macros
- ❖ Opening a workbook with macros
- ❖ Editing a macro

Workgroup collaboration

- ❖ Locking/unlocking cells in a worksheet
- ❖ Protecting a worksheet
- ❖ Showing or hiding formulas
- ❖ Protecting a workbook
- ❖ Creating a shared workbook
- ❖ Password protecting a workbook