



Excel Course 3

Course Fee: \$240 + Tax	20 Course Hours	24/7 Online Access
Certificate Course	Assigned Instructor	Prerequisites: Yes

Course Description:

This hands-on course will expand your Excel knowledge to an advanced level, enabling you to organize and analyze data effectively. Throughout this course, we will apply the basic and intermediate knowledge learned in Excel Courses 1 and 2 to master the skills needed to create conditional formatting, import and export data, use VLOOKUP and HLOOKUP functions, trace formula precedents and dependents, utilize PivotTables, data tables, macros, and workbook collaboration.

You will expand on Excel's core concepts and functions, including tables, charts, graphics, financial and logical functions, date and time functions and managing workbooks. This course is set apart from any other Excel Course, as you will gain experience with our hands-on exercises that provide step-by-step instructions and prepare you to work with Excel in a business. Our videos offer demonstrations of Excel concepts, tips, and tricks, and you are assigned to an instructor to help you during the course and answer questions.

This course provides exceptional value! Join the hundreds of Canadians who have completed this advanced Excel Course and are confidently working with Excel.

Excel Course 3 Topics:

- ✓ Importing External Data into Excel
- ✓ Importing Text Data into Excel
- ✓ Converting Text to Columns
- ✓ Removing Duplicate Rows of Data
- ✓ Importing Data from a Database
- ✓ Linking to Another File and Embedding Objects
- ✓ Exporting Data from Excel
- ✓ Publishing Worksheets & Workbooks to the Web
- ✓ Creating Web Queries
- ✓ Creating Custom Number Formats
- ✓ Using Conditional Formatting based on Top/Bottom Rules
- ✓ Applying Specialized Conditional Formatting
- ✓ Creating your own Formatting Rules
- ✓ Managing and Clearing Conditional Formatting
- ✓ Naming a Range and Using a Named Range
- ✓ Managing Named Ranges
- ✓ Understanding Lookup & Reference Functions
- ✓ Using the VLOOKUP Function
- ✓ Using the HLOOKUP Function
- ✓ Understanding Text Functions
- ✓ Using LEFT, RIGHT, and MID Functions
- ✓ Using the CONCATENATE Function

- ✓ Using UPPER, LOWER and PROPER Functions
- ✓ Formula Auditing
- ✓ Tracing Formula Precedent, Cell Dependents and Fixing Errors
- ✓ Error Checking Worksheets
- ✓ Creating a PivotTable
- ✓ Rearranging a PivotTable
- ✓ Setting PivotTable Options
- ✓ Formatting a PivotTable
- ✓ Filtering PivotTable Data using Slicers and using Inline
- ✓ Creating Custom Filters
- ✓ Filtering PivotTable Data using Timelines
- ✓ Creating PivotCharts
- ✓ Adding Subtotals to a List and Nesting Subtotals
- ✓ Applying Advanced Filters
- ✓ Adding Group and Outline Criteria to Ranges
- ✓ Using Data Validation
- ✓ Reviewing Data Using Quick Analysis
- ✓ Setting Formula Options
- ✓ Using Goal Seek and Solver
- ✓ Creating and Displaying Scenarios
- ✓ Using Data Tables
- ✓ Forecasting Future Values
- ✓ Creating a Macro, Running a Macro and Editing a Macro
- ✓ Saving and Opening a Workbook with Macros
- ✓ Adding a Macro to the Quick Access Toolbar
- ✓ Locking/Unlocking Cells in a Worksheet
- ✓ Protecting a Worksheet
- ✓ Showing/ Hiding Formulas
- ✓ Protecting and Encrypting a Workbook
- ✓ Marking a Workbook as Final
- ✓ Inspecting Workbooks
- ✓ Checking Document Compatibility and Accessibility

Course Includes:

- Getting Started Guide, Course Outline and Syllabus
- Assigned instructor for support and questions
- Excel Course 3 Manual in PDF to save and or print
- Excel Course 3 video tutorials
- Excel Course 3 hands-on exercises and quizzes
- Course Access for three (3) consecutive months, 24/7, anytime from anywhere
- Final Exercise
- Certificate upon completion
- Excel Course 3 Badge

Note: Students must have the Microsoft Excel Program Installed. Simply Training does not provide the Excel Program; system and equipment requirements are listed below.

Course Requirements and FAQ:

What are the prerequisites? This Excel Course 3 is an advanced-level course, and students must have completed Excel Course 2 or an equivalent intermediate Excel Course.

Who should take this course? Excel Course 3 is open to anyone who wants to take their Excel knowledge and skills to an advanced level.

When can I get started? You can start this course at any time your schedule permits.

How do the courses work? Once you submit your registration, we will begin processing it, and your account login will be set up. Next, you will receive an email with your login details to access the course and get started. Once on the course page, lessons are laid out step-by-step, with a Getting Started Guide and the course syllabus.

Where can I access the course from? This course is available online with 24/7 access from anywhere, accessible via a computer with an internet connection.

How long does the course take? Your login account provides access to the course for three (3) consecutive months; you are assigned an access expiry date in your login email. The estimated time to complete the course is approximately 20 hours, including reading lesson material, completing and submitting exercises, and viewing videos. Therefore, you should schedule 20 course hours within three (3) months.

How Do the Video Tutorials Work? The instructional videos are streamed and accessed from the course page. They are easily viewable on any device using a video player. Videos can be viewed multiple times at your pace.

Which Excel Program is used for this course? Students must provide and use one of the following full-licensed Microsoft Excel Programs: **Excel 2013, Excel 2016, Excel 2019, Excel 2021 or Microsoft Office 365 (2024).**

Note: You **cannot** use any Excel “Free” or “Starter” Program Versions, “Web App” or Mac Excel programs for this course. Simply Training does **not** provide the Excel Program.

What are the Computer Requirements?

- ✓ A Windows computer with an internet connection
- ✓ Microsoft® Excel licensed program: versions previously listed
- ✓ Video player to view videos
- ✓ PDF Reader to download and read PDF documents.
- ✓ A printer (optional), if you choose to print the course materials.

How do I contact the instructor for questions or if I need help? Your instructor is there to help you succeed and communicates with you throughout the course. Students will submit exercises, which are reviewed, and feedback is provided. If you have questions or require help, your instructor is available by email and phone.

Do I receive a Certificate? Students receive a certificate after completing the course exercises, quizzes and final exercise, along with the Excel Course 3 Badge.

Do you provide Verifiable hours for CPD (Continuing Professional Development) credits? Yes, we provide students with a letter upon request.

How Do I Register and Make Payment? Registration for the course is online.



- 1) Select the course and the “Register” button on the page.
- 2) Read and complete the terms and conditions.
- 3) **Step 1:** Complete the Student information.
- 4) **Step 2:** Complete the billing information and total fees, including the sales tax display.
- 5) **Step 3:** Select Payment; we accept all major Canadian debit and credit cards.
- 6) **Step 4:** Submit the registration. The Student will receive an email confirming registration, and the biller will receive an email confirmation with the payment receipt.

Registration and payment information is secure; we do not share or sell any information to anyone.

If you are an employment or training agency and would like to register a student or a group of students for a course, please use the contact page to submit your request.

Contact Us: If you have additional questions, please contact us by phone, TF: (888) 385-7007 or go to Simply Training's website and fill out the Contact Us form: <https://www.simplytraining.ca/>