SimplyTraining

Excel Course 3

Course Fee: $250 + Tax	25 Course Hours	24/7 Online Access
Certificate Course	Assigned Instructor	Prerequisites: Excel Course 2

Course Description:

This hands-on course will expand your knowledge of Excel, a powerful spreadsheet application for organizing and analyzing data. Throughout this course, we will be applying 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, use 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 prepares 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 for help during the course and to answer questions.

This course provides exceptional value! Join the hundreds of Canadians who have completed our Excel courses successfully and are working with Excel confidently.

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

The Course Includes:

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

Note: Students must have the Excel Program installed on their computer. Simply Training does not provide the Excel Program; system and equipment requirements are listed below.

Course Requirements and FAQ:

What are the prerequisites? Excel Course 3 is an advanced-level course, and students must have completed Excel Course 2 or an equivalent intermediate Excel Course (proof of course completion required).

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? Our courses are on-demand, and you can start anytime, today or when your schedule permits.

How do courses work? Once registered, you receive a welcome email with your account login to access the course student's page to get started. The course lessons are laid out in an easy step-by-step format, with a Getting Started Guide, a Course Outline and Syllabus. Lessons have materials of a manual, videos, exercises and a short check your knowledge quiz.

Where can I access the course from? This course is online and can be accessed 24/7 from anywhere using a computer with an internet connection.

How long does the course take? The Excel Course 3 is estimated at 25-course hours; the estimated time includes reading course materials, viewing videos, completing exercises and quizzes and completing the final exercise. The course access is for three (3) months, and your login automatically expires on the assigned expiry date. Therefore, you will complete the 25-course hours within three (3) months. Course completion is at the discretion of the registered student.

How Do the Video Tutorials Work? The video tutorials are streamed and are accessed only from the course student's page. Videos are easy to view; you can watch them multiple times to assist in learning at your pace.

Which Excel Programs does this course use and apply to? You must have the Full Licensed Excel Program; Excel 2013, 2016, 2019 and Office 365. **Note:** You cannot use any Excel "Free" or "Starter" Program Versions or "Web App" Excel programs for this course.

What are the Computer Requirements? Windows computer with an internet connection, video player and an Excel licensed program. Mac Licensed Excel Programs are not compatible with the course content. We do not provide technical support for Mac users.

How do I contact the instructor for questions and support? You are assigned an instructor to help you succeed in the course. You communicate with your instructor by email, phone or remote support as needed.

Do I receive a Certificate? A certificate is issued upon successfully completing course exercises, quizzes and the final exercise.

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

How Do I Register? To register for a course, the online process is easy.

1) Select the course and the "Register" button on the page
2) Read and accept the terms and conditions
3) Step 1: Complete student's registration
4) Step 2: Complete the billing information
5) Step 3: Fees and Payment (accepted payment types: Visa, MasterCard, and e-Transfer). We also have the option to select payment by phone. We do not accept American Express or Debit Cards.
6) Step 4: Registration confirmation, review the information and submit the registration

Registration and payments are secure, and we do not share or sell your information to anyone. If you prefer to register over the phone, please call our office at (855) 422-5861.

Note: We reserve the right to make changes without notice.