

Excel Level 3

Audience	This course is appropriate for users who know the spreadsheet techniques of Excel. Users should be able to use the basics of Excel and in addition know how to create absolute and mixed cell references; use functions; work with multiple sheets in a workbook; freeze titles; set print titles and page breaks; create names; link worksheets and workbooks.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with the list management, pivot table, and macro features of Excel. Students will learn to create and manipulate lists of information. Additionally, students will gain skills to convert lists of information into summarized pivot tables. Skills needed to create and run macros; examine macro modules and procedures; design and record macros using shortcut keys, menu commands, and toolbar buttons will be covered.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ create a list,■ edit data through the data form or the worksheet,■ sort and number a list,■ locate selected rows in a list,■ create a PivotTable,■ edit and total a PivotTable,■ create a PivotChart■ define, run, and stop a macro,■ design, create, and record macros,■ examine the Visual Basic Editor,■ edit and delete macros,■ rename macros,■ assign macro shortcut keys,■ create and remove a custom macro menu.
Length	1 day
Beyond This Level	When you have successfully completed this class, the next class you should consider is Excel Programming with VBA. An introduction to VBA, as well as terms such as object and variable will be discussed. Students will also learn to use editing features, procedures and functions, conditional statements, forms, Pivot tables, and debugging techniques. Be sure to leave time for practice before registering for this class.



I. Creating a List

- A. Recognizing a List
- B. Creating a List
- C. Editing a List using Data Form
- D. Formulas in a List
- E. Sorting a List
- F. Numbering the List

II. Using Filters

- A. Using AutoFilter
- B. Unique, Top 10, Blank and NonBlank Filters
- C. Logical Terms in Custom Filters
- D. Wildcards in Custom Filters
- E. "And" and "Or" in Custom Filters

III. PivotTables and Pivot Charts

- A. Creating a PivotTable
- B. Modifying a PivotTable using the Wizard
- C. Modifying a PivotTable with the Mouse
- D. Hiding and Showing PivotTable Fields
- E. Grouping and Sorting PivotTable Fields
- F. Customizing PivotTable Fields
- G. Creating a PivotChart

IV. An Introduction to Macros

- A. What is a Macro?
- B. Running a Macro
- C. Designing a Macro
- D. Recording a Simple Macro
- E. Assigning Macro Options

V. Working with Macros

- A. Recording Command Macros
- B. Absolute and Relative Referencing in Macros
- C. Examining the Visual Basic Editor
- D. Editing a Macro Procedure
- E. Renaming a Macro
- F. Deleting a Macro

VI. Creating Macro Menus and Toolbars

- A. The Personal Macro Workbook
- B. Creating a Custom Macro Toolbar
- C. Assigning a Macro Button to a Toolbar
- D. Creating a Custom Macro Menu
- E. Assigning a Macro to a Menu Item
- F. Attaching a Submenu to a Menu (Optional)

Appendix A- Using Worksheets in a Workgroup

Appendix B

- A. Macro Viruses
- B. Auto_Open and Auto_Close Macros