

Level Three Excel Training

COURSE DURATION:	Session 1: (2x 3 hour sessions 5.00pm – 8.00pm) Session 2: (1 day course 9.00am – 4.00pm including lunch break)
COURSE LOCATION:	John Henry Institute – Suites 5&6, 68 Clarence Street, Port Macquarie
COURSE COST:	\$200.00 per person

JHI's one day *Level Three Advanced Excel training* covers aspects of Microsoft Excel that goes well beyond building basic workbooks. Participants will learn advanced Excel techniques in a range of areas such as data validation, Pivot Tables and Pivot Charts, Lookup and Reference Functions, Financial Functions, Recorded Macros and much more.

Your training will take place in a classroom environment with one computer provided per participant, or you are welcome to bring your own laptop. Course notes will also be provided.

COURSE CONTENT:

- **Using Named Ranges:**
 - Naming ranges
 - Inserting names into formulae
 - Editing and deleting names
- **Data Validation:**
 - Data validation
 - Using data validation to create a drop-down list of options
 - Other data validation options
- **Functions:**
 - Recap on Max, Min, Count, StDev, Avg functions.
 - If Function
 - Nested IF formulae
 - VLookup and HLookup function
 - Date and time functions
 - INT function.
 - Financial functions. PMT function. FV function.
 - Concatenation function
- **Formatting:**
 - Conditional formatting
- **Summarizing Options:**
 - Grouping and outlining
 - Creating Pivot tables
 - Rearranging fields and items
 - Grouping items in a pivot table
 - Tricks with Pivot tables
- **Recording and Running Macros:**
 - Recording macros
 - Running macros
 - Press button spreadsheets
 - Viewing and editing macros

MODE OF DELIVERY:

This training course is delivered face-to-face.

ENTRY REQUIREMENTS:

Participants should have an intermediate understanding of Microsoft Excel as per the content covered in JHI's Level Two Excel Training course.

WHAT TO BRING TO CLASS?

- Blue or black pen
- Note paper
- Please try to arrive 10 minutes before the scheduled start time.

HOW TO ENROL:

Please email the team at John Henry Institute – info@jhi.edu.au or call 6583 2321 to request an enrolment form.

