



Course Description:

Excel Level 4 is the final level of Excel training we offer. Participants will learn about Pivot Charts and how to use Macros, which give users more flexibility and methods to obtain information. Learn to take advantage of the advanced functions Excel offers.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to utilize Pivot Tables and Pivot Charts and receive an introduction to Visual Basic for Applications (VBA), both useful tools for advanced Excel users.

Upon successful completion of this course, students will be able to:

- Utilize Pivot Charts and Tables
- Use, edit, and record macros
- Add macro buttons
- Audit formulas
- Understand basic VBA syntax and editing

Prerequisite: Excel Level 1, 2, and 3 or comparable Excel experience.

Course Outline

Pivot Tables

- Create Pivot Tables
 - Static range lists
 - Dynamic range lists
- Modify Pivot Tables
 - Pivot tables options
 - Field settings
 - Control field list
 - Change data source
 - Establish formulas
 - Filter
 - Slicer
 - Explore design options

Pivot Charts

- Create Pivot Charts
- Modify Pivot Charts
 - Filter
 - Explore design options

Formula Audits

- Trace Precedents
- Trace Dependents
- Check for errors
- Formula evaluation

Macros

- Record
- Execute
- Edit

Add Macro Buttons

- Grid-based Activation Buttons
- Quick Access Toolbar-based Activation Buttons

Introduction to Visual Basic for Applications

- Reserved words
- Commenting
- Basic Visual Basic Syntax and editing