

Microsoft Excel Level 4

Duration: 1 Day **Course Code: MSEXL4**

Overview:

This course is designed for users who want to take more control of Microsoft Excel and use it to facilitate business decisions. This course allows users to start analysing data for the good of the business rather than just using it as an end user.

Target Audience:

This course is designed for those wishing to gain the skills necessary to automate some common Excel tasks.

Objectives:

- By actively participating in this course, you will learn about the following:
 - Create and manipulate PivotTables and PivotCharts
 - Use Input Tables
 - Create and use hyperlinks
 - Understand linking and embedding
 - Use various methods of sorting and filtering data
 - Use the Track Changes feature
 - Use Notes and Comments
 - Create and use Scenarios
 - Understand and use Data Validation
 - Create and run Macros
 - Use passwords and security features
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Prerequisites:

To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

[Microsoft Excel Level 1](#)

[Microsoft Excel Level 2](#)

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Follow-on-Courses:

MSEXVBAP1 - Microsoft Excel VBA Part 1

MSEXVBAP2 - Microsoft Excel VBA Part 2

Content:

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|----------------|----------------------------------|----------------------|
| ■ PivotTables | ■ Linking and embedding | ■ Data validation |
| ■ PivotCharts | ■ Sorting and filtering data | ■ Notes and comments |
| ■ Input tables | ■ Tracking and reviewing changes | ■ Macros |
| ■ Hyperlinks | ■ Scenarios | |
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Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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