

MS Excel 3: Working with graphs, pivot tables, macros and filters

Based on SAQA's Unit Standard 116943, NQF Level 4, 3 Credits, and US 258876, NQF Level 4, 3 Credits

Introduction

This advanced course will give you all the bells and whistles that Excel has to offer. You will learn how to analyse and manipulate data, work with multiple worksheets, advanced formula construction, present data and so much more!

During this unique workshop, we will show you the power of Pivot Tables. Use this data summarisation tool to automatically sort, count, total or give the average of your organisational data.

This unique workshop will showcase the financial features and database management features of Microsoft Excel. It is ideal for anyone that wants to take Excel spreadsheets to the next level and create impressive workbooks.

Course Outline

- Importing and exporting text files.
- Consolidating and linking data within spreadsheets.
- Applying filters and use forms in a spreadsheet.
- Creating and using macros.
- Combining and comparing large sets of data in a spreadsheet.
- Create and edit a graph/chart/pivot table.
- Load data from an external data source to produce a given spreadsheet result.
- Insert and edit objects in a spreadsheet.