

# Microsoft Excel 365 Level 3 Course Outline

Duration: 1 Day

Throughout the Excel 365 Level 3 advanced training course, you will dive deep into advanced formulas and functions, explore powerful data management techniques, master advanced conditional formatting, and discover the world of forms and automation.

## What You'll Learn

- Develop proficiency in advanced formulas and functions for complex data analysis.
- Learn to apply array functions, including TOCOL(), UNIQUE, SEQUENCE, and the versatile LAMBDA function.
- Enhance formula efficiency and readability with the LET function.
- Master data management techniques, such as grouping, summarising, and analysing data across multiple sheets using SUMIF, COUNTIF, and other advanced tools.
- Discover advanced Power Query features, including unpivoting data and automating

## Course Prerequisites

This is an advanced course, so to ensure that you get the most out of it, please ensure you are familiar with the following:

- Creating formulas and functions
- Presenting data using basic charts
- Creating and using PivotTables and PivotCharts

## Full Course Outline

### Advanced Formulas and Functions in Excel 365

Overview of common formulas and functions

Middle initial or name

Array functions

TOCOL() function

UNIQUE function

SEQUENCE function

The LAMBDA function

Using the Lambda function with customers middle name

Optimise your formula with the LET function

## Data Management

Grouping and summarising data (SUMIF - COUNTIF with Multiple Sheets)  
How the formula works?

## Power Query

Quick explanation of Power Query applied steps  
Unpivoting data

## Advanced Pivot Tables

Using Power Pivot to Create Pivot Tables  
Creating Calculations in PivotTables  
Calculated columns and measures

## Advanced Conditional Formatting

Conditional formatting using formulas  
Highlight entire row

## Forms and Automation

Checkboxes  
Automation  
Forms  
Power Automate  
Macros  
Highlight the entire row when selected  
Recording Macros

## Training Benefits

**Comprehensive training materials:** Access detailed notes and exercise files for future reference.

**Post-training support:** Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

**Certificate of completion:** Celebrate your achievement with a certificate that recognises your effort and skills.

**Practical learning environment:** Experience hands-on training designed to build confidence and inspire trust.