

Microsoft Excel 2016 Advanced

Duration:

One day

Objective

This Advanced Microsoft Excel 2016 training class is designed for students to gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

After completing this course, students will be able to: Insert the course objectives in a bulleted list with periods. For example:

- Create pivot tables and charts.
- Learn to trace precedents and dependents.
- Convert text and validate and consolidate data.
- Collaborate with others by protecting worksheets and workbooks.
- Create, use, edit, and manage macros.
- Import and export data.

Contents

Module 1: Using Pivot Tables

This module explains how to use Pivot Tables.

Lessons

- Creating Pivot Tables
- Inserting Slicers
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality
- Lab : Using Pivot Tables
- Working with Pivot Tables

After completing this module, students will be able to:

- Use pivot tables to analyze data.
- Edit pivot tables.
- Format pivot tables.
- Insert pivot charts.
- Use Slicers.

Module 2: Auditing Worksheets

This module explains how to audit worksheets.

Lessons

- Tracing Precedents
- Tracing Dependents
- Showing Formulas
- Lab : Auditing Worksheets
- Tracing Precedents
- Tracing Dependents

After completing this module, students will be able to:

Audit formulas.

Trace precedents to determine which cells impact a specific cell.

Trace dependents to determine which cells are impacted by a specific cell.

Remove precedent and dependent arrows.

Show formulas.

Check for errors frequently found in formulas.

Module 3: Data Tools

This module explains how to work with data tools.

Lessons

Converting Text to Columns

Linking to External Data

Controlling Calculation Options

Data Validation

Consolidating Data

Goal Seek

Lab : Data Tools

Converting Text to Columns

Using Data Validation

Consolidating Data

Using Goal Seek

After completing this module, students will be able to:

Convert text to columns.

Use Data Validation to restrict the type of data that can be entered into a cell.

Consolidate data from a number of different ranges into one new range.

Use Goal Seek to figure out the value to input to obtain a specific result.

Module 4: Working with Others

This module explains how to do various tasks associated with working with others in Excel.

Lessons

Protecting Worksheets and Workbooks

Tracking Changes

Marking a Workbook as Final

Lab : Working with Others

Password Protecting a Workbook

Password Protecting a Worksheet

Password Protecting Ranges in a Worksheet

Tracking Changes

After completing this module, students will be able to:

Password protect a workbook.

Password protect a worksheet.

Password protect ranges in a worksheet.

Use track changes.

Accept and reject changes.

List all changes on a new sheet.

Module 5: Recording and Using Macros

This module explains how to record and use macros.

Lessons

Recording Macros

Running Macros

Editing Macros

Adding Macros to the Quick Access Toolbar

Lab : Recording and Using Macros

Recording a Macro

Adding a Macro to the Quick Access Toolbar

After completing this module, students will be able to:

Run macros.

Edit macros.

Add macros to the Quick Access Toolbar.

Module 6: Random Useful Items

This module explains how to do some random useful tasks in Excel.

Lessons

Sparklines

Preparing a Workbook for Internationalization and Accessibility

Importing and Exporting Files

Lab : Random Useful Items

Inserting and Customizing Sparklines

Importing Text Files

Copying Data from Excel to Word

Copying Charts from Excel to Word

After completing this module, students will be able to:

Insert Sparklines into worksheets.

Customize Sparklines.

Prepare a workbook for internationalization and accessibility.

Import text files into Microsoft Excel.

Copy cells from a worksheet into Microsoft Word.

Copy and paste a chart into Microsoft Word.

Module 7: Microsoft Excel Features that Were New in 2013

This module explains how to use some new features that were new in 2013.

Lessons

Using Slicers to Filter Data

Creating a PivotTable Timeline

Creating a Standalone PivotChart

Workspaces in Excel 2013

Lab : Microsoft Excel Features that Were New in 2013

Filtering Data with Slicers

Creating a Timeline

After completing this module, students will be able to:

Use slicers to filter data.

Create a PivotTable timeline.

Create a standalone PivotChart.

Module 8: Features New in 2016

This module explains how to some new features new in 2016.

Lessons

PivotTable Updates

Ink Equations

Multi-Select Option in Slicers

Quick Shape Formatting

Sharing with SharePoint or OneDrive

After completing this module, students will be able to:

Understand the enhancements to PivotTables.

Use the Ink Equation feature.

Use the Multi-Select option in slicers.

Use the Quick Shape formatting.

Share workbooks.

Who should attend

This course is ideally suited for individuals who have completed the Intermediate level programme and are determined to get the most out of this powerful spreadsheet and database package.

Course benefits

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyse worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft® Office Excel® 2007, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

Additional information

To ensure your success, we recommend you first take the following Cosensa I.T. Training courses or have equivalent knowledge:

Microsoft® Excel® 2016 Basic

Microsoft® Excel® 2016 Intermediate

Certificates

All delegates who successfully complete this course will receive a Certificate of Attendance.

Trainers background