

Excel 2016 Advanced

Length: 1 Day

Experience Needed: Excel 2016 – Intermediate, or relevant experience

Summary: Students will learn to create, maintain, filter, and use subtotals in a List; Record, Assign, and use Macros; create and use User-Defined Functions, perform “What If” Analyses, working with Scenarios, query a Database, Import and Export Files and Data; protect Data, create and analyze Pivot Tables, Reports and Charts, other advanced business analysis tools.

This course takes users to a high level of knowledge using financial topics available in Excel such as financial functions, auditing and charts.

COURSE CONTENT

1: WORKING WITH LISTS

- Using Multiple Worksheets
- Inserting New Worksheets
- Renaming Worksheets
- Deleting Worksheets
- Creating Multiple Views
- Freezing Panes
- Viewing and Arranging Multiple Worksheet Windows
- Navigating in Multiple Workbooks
- Selecting and Viewing Multiple Workbooks
- Managing Multiple Worksheets and Workbooks
- Selecting Multiple Worksheets
- Moving and Copying Data between Worksheets
- Linking Data Between Worksheets
- Creating a 3-D Formula

2: WORKING WITH MACROS AND USER-DEFINED FUNCTIONS

- Recording and Using Macros
- Assigning Macros
- Using User-Defined Functions

3: USING ADVANCED ANALYSIS TOOLS AND EXTERNAL DATA

- Querying a Database
- Importing and Exporting Files
- Protecting Data
- Using Data Validation

- Using Worksheet Protection
- Password Protection a Workbook

4: USING BUSINESS ANALYSIS TOOL

- Working with Pivot Tables and Pivot Charts
- Identifying the Parts of a Basic Pivot Table
- Pivot Table Reports
- Create a PivotTable from worksheet data
- Create a PivotTable from an external data source
- Create a PivotChart report from an existing PivotTable report
- Delete a PivotTable or PivotChart report
- Slicers
- Using slicers
- Formatting slicers for a consistent look
- Sharing slicers between PivotTables
- Types of Sparklines
- Create a Sparkline
- Customize Sparklines
- Control which value points are shown
- Change the style of or format Sparklines
- Online Analytical Processing (OLAP)?
- OLAP features in Excel 2016

APPENDIX A: NEW FEATURES IN EXCEL 2016

- New Chart Types
- Get and Transform
- One Click Forecasting
- 3D Maps
- PivotTable Enhancements
- Power BI
- Quick Shape Formatting
- Ink Equations
- Data Loss Protection
- Compatibility
- File Types
- The Ribbon and Toolbars
- Screen Resolutions
- Keyboard Shortcuts

APPENDIX B: ADDITIONAL FEATURES IN OFFICE 2016

- Office 2016 – A New Platform
- At a Glance Highlights Across the Suite
- New Visual and navigational Features
- File formats
- User Assistance System (HELP)
- Collaboration features
- Themes and Quick Styles
- General Keyboard Navigational Tips in Office 2016
Compatibility
- File Types
- The Ribbon and Toolbars
- Screen Resolutions
- Keyboard Shortcuts