Microsoft Excel 2016/2019 - Level 3 / Advanced

Duration: 1 Day **Course Code: APP2016EXL3** **Delivery Method: Virtual Learning**

Overview:

Get advanced skills on Excel 2016

This one-day instructor led training course will extend user knowledge in using the more advanced features and capabilities of Excel 2016. Delegates will learn how to use advanced functions, manipulate data, apply advanced analysis techniques and manage data in worksheets.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Target Audience:

Existing users of Microsoft Excel that wish to gain an in depth understanding of the more advanced features will benefit greatly from this course. They will learn to analyse data very quickly and learn time saving techniques.

Objectives:

- At the end of this course, participants should be able to:
- Used advanced functions
- Import and export data
- Customize Excel
- Use Pivot tables and charts
- Audit worksheets
- Use macros

Prerequisites:

- Delegates are recommended to have a good working knowledge of Excel 2016 or attended the Excel 2016 intermediate training course APP2016EXL2

Testing and Certification

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Follow-on-Courses:

No recommendation

Content:

More functions

- Statistical functions
- Text functions
- Information functions
- Financial functions
- Nesting various functions

Lookups

- Use vlookup function
- Using hlookup function
- Using MATCH and INDEX

Custom Views

- Creating a view of a worksheet

Customise Excel

- Customise the Ribbon
- Create new tabs and groups
- Add the Developer tab
- New Themes

Pivot Tables and Pivot Charts

- Creating Pivot Tables
- Formatting PivotTables
- Drilling Up or Down
- New 2016 pivot table features
- Use the slicer and the new multi select slicer
- Creating and working with Pivot Charts
- Standalone pivot charts
- Power View

Exporting and importing

- Exporting \ importing text and XML data
- Import data from other sources
- Relationships with tables

Data Tools

- Data validation
- What If Analysis Tools
- Scenario Manager, Goal Seek and Data Tables
- One click forecasting
- Consolidate
- Grouping and sub-totals

Auditing a Worksheet

- Auditing Toolbar
- Tracing precedents and dependents
- Adding Comments
- Work with comments

Macros and custom functions

- Running macros
- Recording new macros
- Working with VBA code
- Assign a macro to quick access toolbar or ribbon

Additional Information:

Digital courseware

Further Information:

For More information, or to book your course, please call us on +1 (800) 268 7737

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