QuickSTART
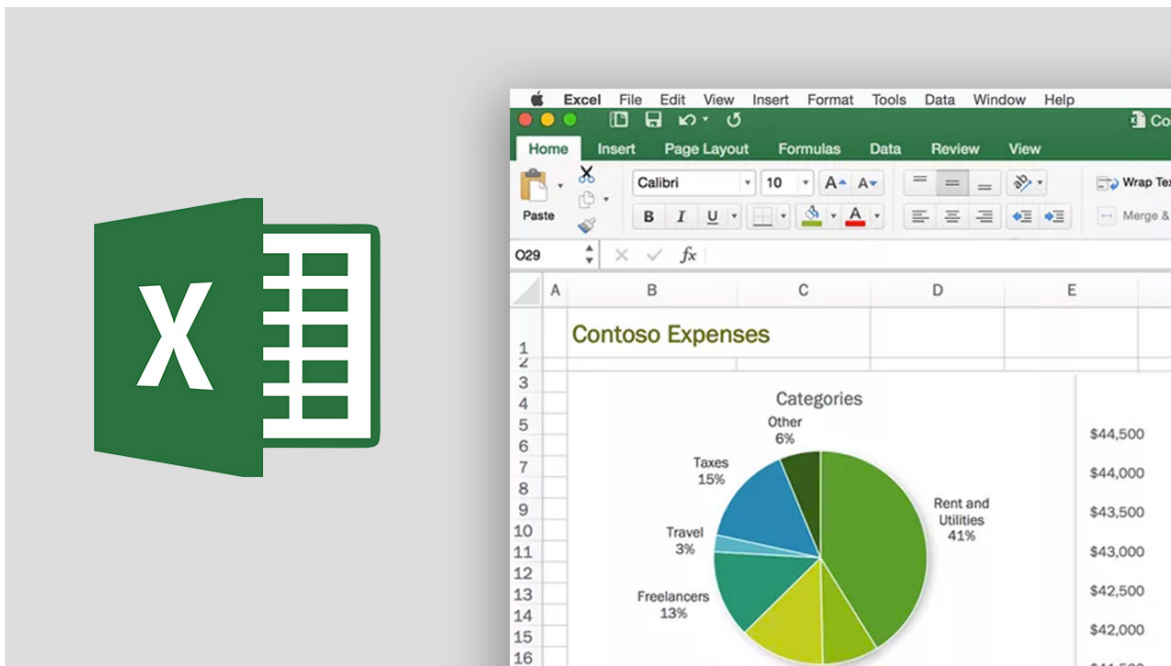## Over 35 Years Of Technology Training

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Learning Style: Virtual Classroom

Provider: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft Office 2016 Excel Advanced Level 3 (Excel2016-L3)

About the course:

If you're using MS Excel a lot in your position, you are probably already comfortable with MS Excel 2016, its formulas and functions, many of its functionality and features, and its important data analysis techniques. You are probably called upon to frequently analyze and report on data, work with others to provide actionable organizational intelligence and maintain and keep worksheets for all sorts of uses. You have already experienced your fair share of problems and difficulties at this

level of usage and cooperation. However, you are too busy to spend time searching for workbooks to solve problems or perform monotonous, repetitive tasks. You have to understand the techniques to get Excel to do more for you so that you can concentrate on what really matters: keeping ahead of the competition. This online training focuses on helping you do exactly that.

This program builds upon the basic and advanced concepts provided in the 2016 MS Office Excel courses: P1 and P2 to enable you to get the most from your Excel knowledge. The capacity to work with peers, optimize repetitive or complex tasks, and use conditional logic to build and apply complicated formulas and functions will put Excel's full capacity at your fingertips. The further you know what to do to get Excel to do the difficult work for you, the more you can concentrate on getting the results you need from massive amounts of data generated by your company.

Course Objectives:

· Protect and share workbooks

· Create map data and Sparkline's

· How to work with several workbooks and worksheets

· Atomization of workbook functions

· Data forecasting

· Use formula auditing and lookup functions

Audience:

This online training series is designed for learners who are experienced users of MS Excel 2016 and who have an interest or need to develop their skills in working with the more powerful features of MS Excel. Learners are likely to have to troubleshoot complex workbooks, engage in cooperative partnerships that included workbook data, automate repetitive tasks, build complicated Excel functions, and then use those functions to rigorously analyze comprehensive and complex datasets.

Prerequisites:

Students must have practical, real-world experience in analyzing and creating datasets using MS Excel 2016 to assure success. Particular duties students are expected to do involve: using Excel functions and creating formulas; filtering, sorting, and creating tables and datasets; displaying data using fundamental charts; working with and creating PivotCharts, Slicers, and PivotTables; and customization of the Excel environment. Applicants can take the below courses to fulfill these requirements, or should have the equivalent level of skill:

·MS Office Excel 2016 P1 and P2

Course Outline:

Lesson 1: Working with Multiple Worksheets and Workbooks

Topic A: Use Links and External References

Topic B: Use 3-D References

Topic C: Consolidate Data

Lesson 2: Using Lookup Functions and Formula Auditing

Topic A: Use Lookup Functions

Topic B: Trace Cells

Topic C: Watch and Evaluate Formulas

Lesson 3: Sharing and Protecting Workbooks

Topic A: Collaborate on a Workbook

Topic B: Protect Worksheets and Workbooks

Lesson 4: Automating Workbook Functionality

Topic A: Apply Data Validation

Topic B: Search for Invalid Data and Formulas with Errors

Topic C: Work with Macros

Lesson 5: Creating Sparklines and Mapping Data

Topic A: Create Sparklines

Topic B: Mapping Data

Lesson 6: Forecasting Data

Topic A: Determine Potential Outcomes Using Data Tables

Topic B: Determine Potential Outcomes Using Scenarios

Topic C: Use the Goal Seek Feature

Topic D: Forecasting Data Trends

Appendix A: Microsoft Office Excel 2016 Exam 77-727

Appendix B: Microsoft Office Excel 2016 Expert Exam 77-728

Appendix C: Microsoft Excel 2016 Common Keyboard Shortcuts

Appendix D: Cube Functions

Appendix E: Importing and Export Data

Appendix F: Internationalizing Workbooks

Appendix G: Working with Power Pivot

Appendix H: Advanced Customization Options

Appendix I: Working with Forms and Controls

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