Document Generated: 12/17/2025

Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

Excel 2016 Power User - Beginner

About this Course:

The Excel Power User course expands on the idea that the tools by themselves are only part of the equation. To say that you?re capable of solving a problem is enough for most users, but participants in this course aren?t most users. The desire to learn and invest time in building resources that solve problems faster and with

less effort is a key quality of the power user and something the course maintains a heavy focus on.

Course Objectives:

- In this series, students will learn how to intermix tools in Excel to accomplish time-intensive tasks. Students will learn to develop a deeper understanding of data mining tools like VLOOKUP, as well as more advanced solutions like the INDEX, MATCH, and OFFSET functions. Throughout the course, users will learn how to expedite data analysis through dynamic ranges and how to push Excel to the edges of what?s possible out of the box with new perspectives on how to think their way through challenging problems.

Audience:

- This course was built from the ground up for the advanced users and those in search of more than typical Excel tools and processes. Attendees of this course are recommended to have completed our Excel 2016 training, or at a minimum already be proficient in the skills referenced in those courses.

Course Outline:

- VLOOKUP
- Range Lookup
- Autofilling Lookup
- Defining Names
- Using Named Ranges to Retrieve Data
- INDEX
- MATCH
- INDEX & MATCH
- Introduction to Array Formula
- Array Formula
- Array Function
- Dynamic Named Ranges (Offset)
- OFFSET Function
- Name Manager
- Basic Conditional Formatting
- Building New Rules and Troubleshooting
- Expanding Conditional Formatting Fields
- Text Search Conditional Formatting
- Data Validating Conditional Formatting