

Excel 2016 - Level 3

Duration:

Overview:

The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2016 Exam and the Excel 2016 Expert Exam.

Target Audience:

This course is intended for students who are experienced Excel 2016 users and have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.

Pre-requisites:

To ensure success, students should have attended any one or more of the following courses:

- Microsoft Office Excel 2016: Part 1
- Microsoft Office Excel 2016: Part 2

At Course Completion:

After completing this course, students will be able to:

- Work with multiple worksheets and workbooks simultaneously
- Share and protect workbooks
- Automate workbook functionality
- Apply conditional logic
- Audit worksheets
- Use automated analysis tools
- Present your data visually

Lesson 1: Working with Multiple Worksheets and Workbooks Simultaneously

- Use 3-D References
- Use Links and External References
- Consolidate Data

Lesson 2: Sharing and Protecting Workbooks

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

Lesson 3: Automating Workbook Functionality

- Apply Data Validation
- Work with Forms and Controls
- Work with Macros

Lesson 4: Applying Conditional Logic

- Use Lookup Functions
- Combine Functions
- Use Formulas and Functions to Apply Conditional Formatting

Lesson 5: Auditing Worksheets

- Trace Cells
- Search for Invalid Data and Formulas with Errors
- Watch and Evaluate Formulas

Lesson 6: Using Automated Analysis Tools

- Determine Potential Outcomes Using Data Tables
- Determine Potential Outcomes Using Scenarios
- Use the Goal Seek Feature
- Activate and Use the Solver Tool
- Analyse Data with Analysis ToolPak Tools

Lesson 7: Presenting Your Data Visually

- Use Advanced Chart Features
- Create Sparklines

Appendix A: Microsoft Office Excel 2016 Exam 77-420

Appendix B: Microsoft Office Excel 2016 Expert Exams 77-427 and 77-428

Appendix C: Cube Functions

Appendix D: Import and Export Data

Appendix E: Internationalise Workbooks

Appendix F: Work with PowerPivot