

## 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

- Creating a List
- Maintaining a List
- Editing Records Using the Data Form
- Filtering a List
- Using Subtotals in a List

#### 2: WORKING WITH MACROS AND USER-DEFINED FUNCTIONS

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

#### 3: USING BASIC ANALYSIS TOOLS

- Performing “What If” Analyses
- Working with Scenarios

#### 4: USING ADVANCE ANALYSIS TOOLS AND EXTERNAL DATA

- Querying a Database
- Importing and Exporting Files
- Protecting Data
- Using Data Validation
- Using Worksheet Protection
- Password Protecting a Workbook

#### 5: PIVOT TABLES AND ADVANCED BUSINESS ANALYSIS TOOLS

- 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 using Recommended Pivot Tables
- 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
- Sparklines
- Types of Sparklines
- Create a Sparkline
- Customize Sparklines
- Control which value points are shown

- Change the style of/format Sparklines
- Online Analytical Processing (OLAP)?

#### **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

#### **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

- Business Intelligence
- OLAP features in Excel 2016

- Ink Equations
- Data Loss Protection
- Compatibility
- File Types
- The Ribbon and Toolbars
- Screen Resolutions
- Keyboard Shortcuts

- General Keyboard Navigational Tips in Office 2016 Compatibility
- File Types
- The Ribbon and Toolbars
- Screen Resolutions
- Keyboard Shortcuts

