

Document Generated: 11/24/2024

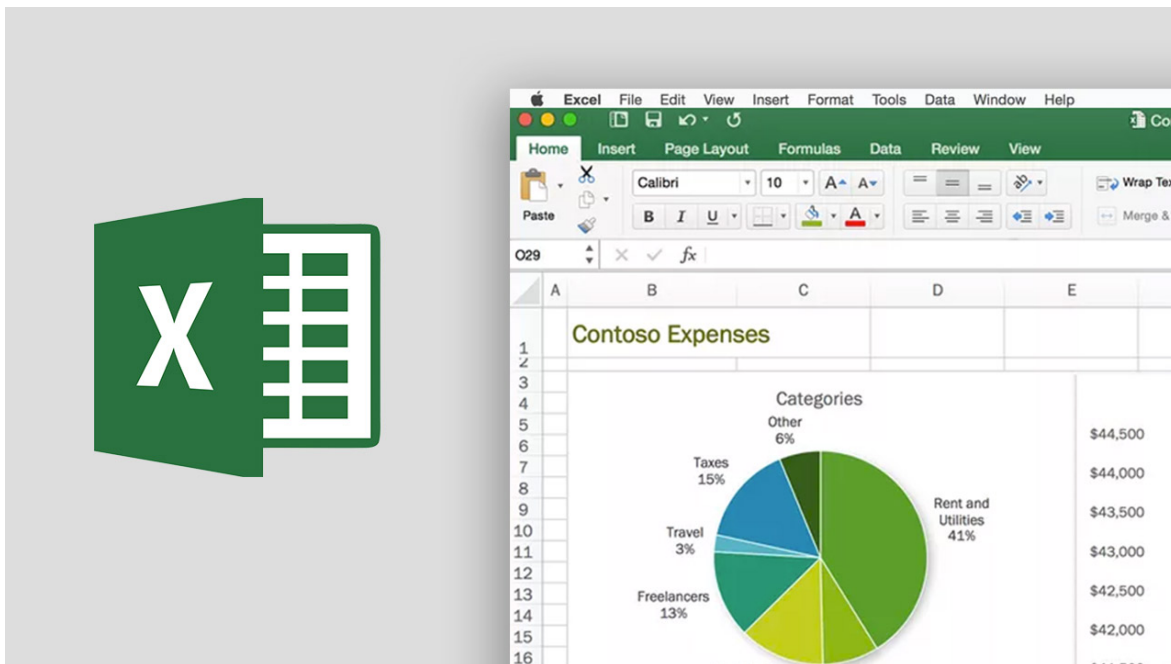
Learning Style: Virtual Classroom

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**

## Credly Badge:



### Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)