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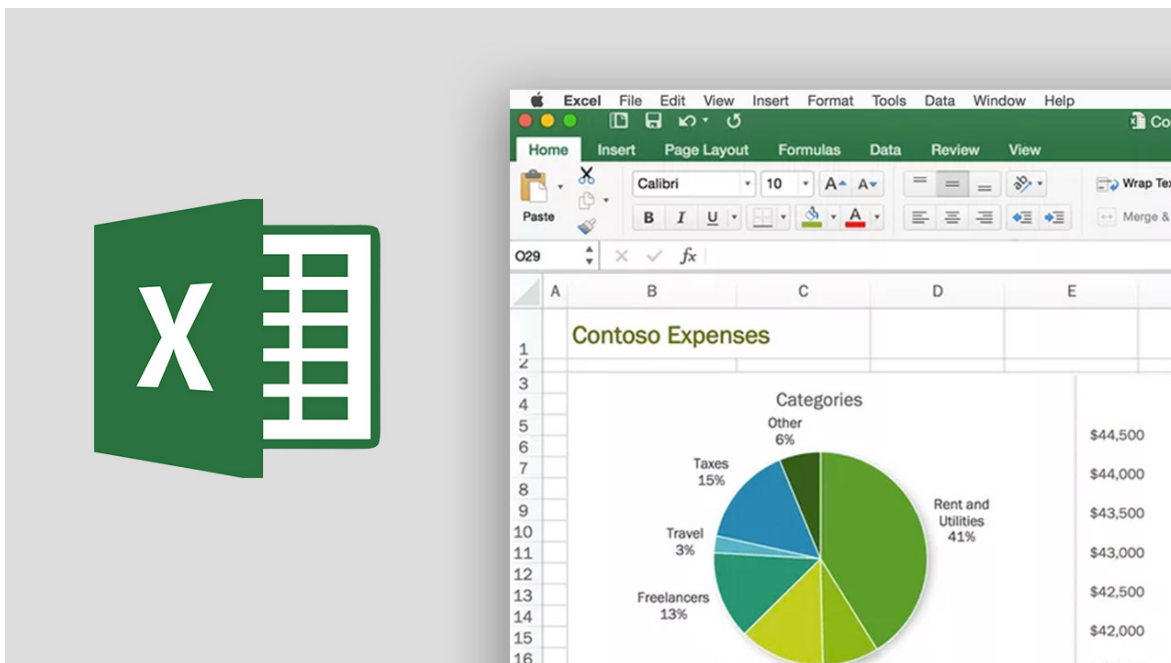
Learning Style: On Demand

Provider: Microsoft

Difficulty: Advanced

Course Duration: 3 Hours

## Excel 2016 Advanced



### About this Course:

This beginner-level course is designed for professionals and candidates striving to learn the data protection and encryption features in Microsoft Excel 2013. This short course provides professionals with an overview of basic security and protection techniques to safeguard business enterprises' viable data. Professionals sharing proficiency in protecting spreadsheets and workbooks in Microsoft Excel are valued greatly and can secure reputable jobs in renowned business enterprises and organizations.

This course covers the key concepts of Data Protection and Encryption in Microsoft Excel 2013 including Cells Locking & Unlocking, Read-only Worksheet Creations,

Workbook Structure Protection, and Specific Data Protection Methods. Professionals can implement this knowledge to help protect data and information in business enterprises and streamline data analysis and processing.

## **Course Objectives:**

The core objective of this course is to help professionals develop a better understanding and sound knowledge of the following key concepts:

- Data Protection by Locking Cells in Microsoft Excel 2013
- Password Encryption for Protecting Data in Microsoft Excel
- Making a Worksheets or Workbook Read-Only in Excel 2013
- Distinct Cells Locking and Unlocking in Excel
- Microsoft Excel 2013 Workbook Structure Protection
- Specific Data Protecting Methods in Microsoft Excel 2013

## **Audience:**

This course is specifically tailored for the following group of professionals and interested candidates:

- Professionals looking to enhance their knowledge & experience of working with Excel
- Candidates willing to learn Excel from a Business Analysis & Productivity Standpoint
- Professionals seeking to learn new and improved features of Microsoft Excel

## **Prerequisites:**

Professionals planning to enroll in Excel 2013: Protecting Your Spreadsheets course must comply with the following prerequisites:

- Basic Understanding of Microsoft Excel 2013 Interface
- Experience of Working with Excel 2013 for Business Purposes

## **Course Outline:**

### **Advanced Formulas and Functions**

- Named Ranges - Part 1
- Named Ranges - Part 2
- Named Ranges - Part 3
- IF Function - Part 1
- Formula Auditing Tools
- IF Function - Part 2
- Nesting Functions
- VLOOKUP
- Autofill VLOOKUP & IFERROR

- VLOOKUP Range
- VLOOKUP Range with Nested Functions
- HLOOKUP
- SUMIF
- AVERAGEIF
- SUMIFS
- Date Functions
- Text Functions

## Data Analysis and Macros

- Consolidating Data
- Consolidating Data Without Structure
- Complex Solver Tool
- Solver Tool
- Scenario Manager
- Data Table
- Turning on the Developer Tab
- Recording a Macro
- Editing Macros in VBA & Recording a Second Macro
- Adding Macros to the QA Toolbar
- Adding Macro Buttons to the Worksheet
- Conclusion

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