

1 Days

55167A: Advanced Microsoft Excel 2016

The Advanced Microsoft Excel 2016 training is a one-day class that is designed for students to equip themselves with the necessary skill-set of using pivot tables, auditing and analyzing worksheet data, utilizing data tools, collaborating with others, and creating and managing macros.

Completion of the course equips the participants with the following skill set:

- Creating pivot tables and charts.
- Tracing precedents and dependents.
- Importing and exporting data.
- Converting text and validating and consolidating data.
- Creating, using, editing, and managing macros.
- Collaborating with others by protecting worksheets and workbooks

Course Details

Course Outline

Module 1: Using Pivot Tables

In this module, participants will learn how to use Pivot Tables.

Lessons

- Create Pivot Tables
- Insert Slicers
- Work with Pivot Tables
- Insert Pivot Charts
- More Pivot Table Functionality

Module 2: Auditing Worksheets

In this module, participants will learn how to audit worksheets.

Lessons

- Trace Precedents
- Trace Dependents
- Show Formulas

Module 3: Data Tools

In this module, participants will learn how to work with data tools.

Lessons

- Convert Text to Columns
- Link to External Data
- Control Calculation Options
- Data Validation
- Consolidate Data
- Goal Seek

Module 4: Working with Others

In this module, participants will learn how to do various tasks associated with working with others in Excel.

Lessons

- Protect Worksheets and Workbooks
- Track Changes
- Mark a Workbook as Final

Module 5: Recording and Using Macros

In this module, participants will learn how to record and use macros.

Lessons

- Record Macros
- Run Macros
- Edit Macros
- Add Macros to the Quick Access Toolbar

Module 6: Random Useful Items

In this module, participants will learn how to do some random useful tasks in Excel.

Lessons

- Sparklines
- Prepare a Workbook for Internationalization and Accessibility
- Import and Export Files

Module 7: Microsoft Excel Features that Were New in 2013

In this module, participants will learn how to use some new features that were new in 2013.

Lessons

- Use Slicers to Filter Data
- Create a PivotTable Timeline
- Create a Standalone PivotChart
- Workspaces in Excel 2013

Module 8: Features New in 2016

In this module, participants will learn how to some new features new in 2016.

Lessons

- PivotTable Updates
- Ink Equations
- Multi-Select Option in Slicers
- Quick Shape Formatting
- Share with SharePoint or OneDrive

Who Should Attend

This course is beneficial for students who have intermediate-level knowledge of Microsoft Excel 2013 or more experienced Excel users who are interested in learning the topics covered in this course on the 2013 interface.

Pre Requisite

Before attending the course, a candidate must have the intermediate level of Excel experience.

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