



Microsoft Excel 2016 Level 3

Course EXL16-3 1 Day Instructor-led, Hands on

Introduction

Students will explore advanced Excel concepts, including validating data, setting up formulas across multiple files and use many "what-if" scenarios in Excel. Students will also be introduced to the use of macros in automating processes.

At Course Completion

Upon successful completion of this course, students will be able to:

- Set rules for Excel data
- Build formulas across files
- Build text functions
- Explore data scenarios
- Secure Excel data
- Collaborate on workbooks
- Automate processes via macros

Prerequisites

Students should be familiar with basic and intermediate concepts of Microsoft Excel. This includes being able to build basic formulas and functions, charts, and pivot tables.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Microsoft Excel 2016 Level 1
- Microsoft Excel 2016 Level 2

Course Outline

Module 1: Ensuring Data and Formula Integrity

- Setting up Data Validation
- Validating Existing Data
- Troubleshooting Formulas
- Evaluating Formulas
- Adding Watches

Module 2: Using Formulas across Files

- Arranging Files
- Building Formulas across Files
- Building Functions across Files

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- Consolidating Data
- Linking Cells across Files

Module 3: Working with Text Functions

- Combining Data from Cells
- Separating Data Into Cells
- Changing Case Using Functions
- Using Paste Special

Module 4: What-If Scenarios

- Using Goal Seek
- Using Solver
- Creating a Data Table
- Using Scenarios

Module 5: Securing Data

- Protecting Data on Sheets
- Protecting Workbook Structure
- Removing Protection
- Marking Files as Final

Module 6: Collaboration in Excel

- Sharing Workbooks
- Tracking Changes
- Reviewing Changes
- Merging Workbooks

Module 7: Import and Export Excel Data

- Importing from an External Database
- Exporting Data to a PDF

Module 8: Introduction to Macros

- Recording a Macro
- Running a Macro
- Saving a Macro-Enabled File