



Microsoft Excel 2016 Level 4

Course EXL16-4 1 Day Instructor-led, Hands on

Introduction

Students will learn advanced features of pivot tables, functions, charts, macros, and will also round out their knowledge of Microsoft Excel.

At Course Completion

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

- Build custom number formats for their cells
- Build advanced functions
- Manipulate data in Excel
- Build and edit macros
- Build and customize pivot tables
- Analyze data through statistical functions
- Analyze data through advanced chart features

Prerequisites

For this course, you should have the equivalent knowledge of the first three courses in the Microsoft Excel series. This involves your knowing how to build Excel files, enter formulas both for basic and complex calculations, format Excel files, sort and filter data, build charts, record macros, and run data analysis tools, such as pivot tables.

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

- Excel 2016 Level One
- Excel 2016 Level Two
- Excel 2016 Level Three

Course Outline

Module 1: Advanced Formats and Functions

- Build Custom Date and Number Formats
- Use Conditional aggregate functions
- Use Financial Functions
- Use Array Functions

Module 2: Manipulating Data

- Custom data separations
- Utilize different ways to paste data

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- Use data validation with lookups

Module 3: Advanced Pivot Tables

- Changing pivot table layout
- Formatting pivot tables
- Updating pivot table information
- Adding calculated fields to pivot tables
- Using slicers

Module 4: Working with Advanced Macros

- Recording Macros
- Examining VBA code
- Changing VBA Code

Module 5: Using Statistical Functions

- Using RANK Functions
- Using Standard Deviation Functions
- Using other Deviation Functions

Module 6: Advanced Charts

- Creating a chart style
- Adjusting data ranges
- Saving chart templates
- Using chart templates

Module 7: Working with Power View Reports

- Adding the Power View Option
- Creating a Report
- Customizing a Report
- Filtering a Report