

Module Title : Microsoft Excel 2016 Advanced

Duration : 1 day

Overview

This Advanced Microsoft Excel 2016 training class is designed for students to gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

Target Audience

Students who have intermediate skills with Microsoft Excel 2016 who want to learn more advanced skills or students who want to learn the topics covered in this course in the 2016 interface.

Course Outline

Module 1: Managing Data

- Consolidating Information
- Removing Duplicates
- Configuring Data Validation
- Converting Text to Columns

Module 2: Outlining and Grouping Data

- Outlining Data
- Showing and Hiding Outline Details
- Grouping Data
- Creating Subtotals
- Removing Outlining and Grouping

Module 3: Data Visualization

- Understand Types of Charts
- Box & Whisker compares sets of data
- Creating Treemap Chart
- Creating Waterfall Chart

Module 4: Analyzing Data

- Using Goal Seek

Using Data Tables

Module 5: Using Solver

Setting up the Worksheet

Running Solver

Generating Reports and Scenarios with Solver

Modifying Constraints

Setting Solver Options

Module 6: PivotTable Features

Creating a Basic PivotTable

Creating a Basic PivotChart

Using the PivotTable Fields Pane

Adding Calculated Fields

Sorting Pivoted Data

Filtering Pivoted Data

Using Slicers

Creating Timelines