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