

**Course 55167A:**

**Advanced Microsoft Excel 2016**

Duration: 1 Day

**Course Outline:**

**Module 1: Using Pivot Tables**

\*This module explains how to use Pivot Tables.

**Lessons**

- Creating Pivot Tables
- Inserting Slicers
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality

**Lab : Using Pivot Tables**

- Working with Pivot Tables

After completing this module, students will be able to:

- Use pivot tables to analyze data.
- Edit pivot tables.
- Format pivot tables.
- Insert pivot charts.
- Use Slicers.

**Module 2: Auditing Worksheets**

This module explains how to audit worksheets.

**Lessons**

- Tracing Precedents
- Tracing Dependents
- Showing Formulas

**Lab : Auditing Worksheets**

- Tracing Precedents
- Tracing Dependents

After completing this module, students will be able to:

- Audit formulas.
- Trace precedents to determine which cells impact a specific cell.
- Trace dependents to determine which cells are impacted by a specific cell.
- Remove precedent and dependent arrows.
- Show formulas.
- Check for errors frequently found in formulas.

### **Module 3: Data Tools**

This module explains how to work with data tools.

#### **Lessons**

- Converting Text to Columns
- Linking to External Data
- Controlling Calculation Options
- Data Validation
- Consolidating Data
- Goal Seek

#### **Lab : Data Tools**

- Converting Text to Columns
- Using Data Validation
- Consolidating Data
- Using Goal Seek

After completing this module, students will be able to:

- Convert text to columns.
- Use Data Validation to restrict the type of data that can be entered into a cell.
- Consolidate data from a number of different ranges into one new range.
- Use Goal Seek to figure out the value to input to obtain a specific result.

### **Module 4: Working with Others**

This module explains how to do various tasks associated with working with others in Excel

#### **Lessons**

- Protecting Worksheets and Workbooks
- Tracking Changes
- Marking a Workbook as Final

#### **Lab : Working with Others**

- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet
- Tracking Changes

After completing this module, students will be able to:

- Password protect a workbook.
- Password protect a worksheet.
- Password protect ranges in a worksheet.
- Use track changes.
- Accept and reject changes.
- List all changes on a new sheet.

## **Module 5: Recording and Using Macros**

This module explains how to record and use macros.

### **Lessons**

- Recording Macros
- Running Macros
- Editing Macros
- Adding Macros to the Quick Access Toolbar

### **Lab : Recording and Using Macros**

- Recording a Macro
- Adding a Macro to the Quick Access Toolbar

After completing this module, students will be able to:

- Run macros.
- Edit macros.
- Add macros to the Quick Access Toolbar.

## **Module 6: Random Useful Items**

This module explains how to do some random useful tasks in Excel.

### **Lessons**

- Sparklines
- Preparing a Workbook for Internationalization and Accessibility
- Importing and Exporting Files

### **Lab : Random Useful Items**

- Inserting and Customizing Sparklines
- Importing Text Files
- Copying Data from Excel to Word
- Copying Charts from Excel to Word

After completing this module, students will be able to:

- Insert Sparklines into worksheets.
- Customize Sparklines..
- Prepare a workbook for internationalization and accessibility.
- Import text files into Microsoft Excel.
- Copy cells from a worksheet into Microsoft Word.
- Copy and paste a chart into Microsoft Word.

## **Module 7: Microsoft Excel Features that Were New in 2013**

This module explains how to use some new features that were new in 2013.

### **Lessons**

- Using Slicers to Filter Data
- Creating a PivotTable Timeline
- Creating a Standalone PivotChart
- Workspaces in Excel 2013

### **Lab : Microsoft Excel Features that Were New in 2013**

- Filtering Data with Slicers
- Creating a Timeline

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After completing this module, students will be able to:

- Use slicers to filter data.
- Create a PivotTable timeline.
- Create a standalone PivotChart.

### **Module 8: Features New in 2016**

This module explains how to some new features new in 2016.

#### **Lessons**

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

After completing this module, students will be able to:

- Understand the enhancements to PivotTables.
- Use the Ink Equation feature.
- Use the Multi-Select option in slicers.
- Use the Quick Shape formatting.
- Share workbooks.