



Microsoft® Office Excel 2016: Level 3

Training Course Content

Course Objectives: Students will automate Excel tasks with macros, use advanced analysis tools with more complex data sets, collaborate on worksheets in a team environment, and share Excel data with other applications.

Prerequisites: To ensure your success, we recommend that you have experience with performing complex calculations, intermediate level functions, charting, and data filtering. Students can obtain this level of skill through our Level 1 and 2 courses. Contact us to discuss if this level is right for you.

What's New in 2016: Utilize Power View to visually present data in a worksheet, or link to external data sources to create a data model from multiple linked tables.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Streamlining Workflow

Topic 1A: Create a Macro
Topic 1B: Edit a Macro
Topic 1C: Combine Macros
Topic 1D: Intro to VBA Code
Topic 1E: Options to Run a Macro

Lesson 2: Collaborating with Others

Topic 2A: Protect Data in a Workbook
Topic 2B: Restrict Document Access
Topic 2C: Share a Workbook
Topic 2D: Track Changes: Apply and Review
Topic 2E: Merge Workbooks

Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells
Topic 3B: Troubleshoot Errors in Formulas
Topic 3C: Formulas and Error Options
Topic 3D: The Watch Window
Topic 3E: Remove Duplicates

Lesson 4: Analysis Tools and Add-Ins

Topic 4A: Conditional Formatting
Topic 4B: Create Sparklines
Topic 4C: Perform What-If Analysis
Topic 4D: Solver Add-In

Lesson 5: Managing Data

Topic 5A: Create a Data List Outline
Topic 5B: Consolidate Data
Topic 5C: Data Validation
Topic 5D: Convert Text to Columns
Topic 5E: Link Cells in Different Workbooks

Lesson 6: Importing and Exporting Data

Topic 6A: Export Excel Data
Topic 6B: Import a Text or CSV File
Topic 6C: Import Data from the Web
Topic 6D: Publish a Worksheet to the Web
Topic 6E: Create User Templates