



Excel 2016

Level 3

This class covers advanced features of Excel to help you become more efficient and proficient in working with your Excel projects. You will learn how to clean up data when importing and exporting information, use Conditional Formatting to color-code your data when cells meet a certain criterion, automate repetitive tasks by creating a Macro and summarize a large database in seconds building Pivot Tables.

Lesson 1 - Importing & Exporting Data

- Importing External Data into Excel
- Importing Text Data into Excel
- Converting Text to Columns
- Removing Duplicate Rows of Data
- Importing Data from a Database
- Linking to Another File
- Linking & Embedding Objects
- Exporting Data from Excel

Lesson 2 - Formatting Numbers

- Creating Custom Number Formats
- Using Conditional Formatting
- Applying Conditional Formatting Based On Top/Bottom Rules
- Applying Specialized Conditional Formatting
- Creating your own Formatting Rules
- Managing Conditional Formatting
- Clearing Conditional Formatting

Lesson 3 - Working With Ranges

- Naming a Range
- Using a Named Range
- Managing Range Names
- Using the Vlookup Function

Lesson 4 - Working With Macros

- Creating a Macro
- Running a Macro
- Editing a Macro
- Saving a Workbook with Macros
- Opening a Workbook with Macros
- Adding a Macro to the Quick Access Toolbar

Lesson 5 - Data Analysis Tools

- Tracing Formula Precedents
- Tracing Cell Dependents
- Tracing and Fixing Errors
- Error Checking a Worksheet
- Creating a PivotTable
- Rearranging a PivotTable
- Setting PivotTable Options
- Formatting a PivotTable
- Filtering PivotTable Data with Slicers
- Filtering A PivotTable Inline
- Creating Custom Filters
- Filtering PivotTable Data Using Timeline
- Creating a PivotChart

Lesson 6 - Summarizing Data

- Adding Subtotals to a List
- Nesting Subtotals
- Applying Advanced Filters
- Adding Group and Outline Criteria to Ranges
- Using Data Validation
- Previewing Data Using Quick Analysis

Lesson 7 - Analyzing Your Data

- Using Goal Seek
- Using Solver
- Creating and Displaying Scenarios
- Using Data Tables
- Forecasting Future Values

Lesson 8 - Workgroup Collaboration

- Locking/Unlocking Cells in a Worksheet
- Protecting a Worksheet
- Showing or Hiding Formulas
- Protecting a Workbook
- Tracking Changes to a Workbook
- Accepting and Rejecting Changes to a Workbook
- Marking a Workbook as Final
- Merging Copies of Shared Workbooks
- Inspecting Workbooks