

Information Technology and Computer Skills Training **EXCEL 2016 - ADVANCED**

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content Learners who attend this Advanced Level workshop will receive skill building opportunities to increase their proficiency in the following areas:

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

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

Working with Ranges

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

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

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

Summarizing Data

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

Analyzing Data

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

