

Advanced Microsoft® Office Excel 2010/2013 & 2016

Your previous experience with Microsoft Excel has given you a solid foundation in working with this software. You can use Excel efficiently and effectively to solve problems for your business. In this course, you will learn about some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing your data with other people, analyzing data, and using Excel data in other applications.

Beyond the basic features, Excel offers many advanced features that will help you create better, more accurate workbooks. There are also tools that allow you to share your work with other people securely.

Course Content

Lesson 1: Automating Worksheet Functionality

- Topic A:** Update Workbook Properties
- Topic B:** Create and Edit a Macro
- Topic C:** Apply Conditional Formatting
- Topic D:** Add Data Validation Criteria

Lesson 2: Auditing Worksheets

- Topic A:** Trace Cells
- Topic B:** Troubleshoot Invalid Data and Formula Errors
- Topic C:** Watch and Evaluate Formulas
- Topic D:** Create a Data List Outline

Lesson 3: Analyzing and Presenting Data

- Topic A:** Create Sparklines
- Topic B:** Create Scenarios
- Topic C:** Perform a What-If Analysis
- Topic D:** Perform a Statistical Analysis with the Analysis ToolPak
- Topic E:** Create Interactive Data with Power View

Lesson 4: Working with Multiple Workbooks

- Topic A:** Consolidate Data
- Topic B:** Link Cells in Different Workbooks
- Topic C:** Merge Workbooks

Lesson 5: Exporting Excel Data

- Topic A:** Export Excel Data
- Topic B:** Import a Delimited Text File
- Topic C:** Integrate Excel Data with the Web
- Topic D:** Create a Web Query

Appendix A: Importing and Exporting XML Data



Duration: 1 day

Methods of Delivery

- Instructor Led
- Classroom Facilitated
- On-site Company Training

FUTURE
PEOPLE
Training