

ONLINE EXCEL 365 ADVANCED

Unit Standard	116940
NQF Level	3
Credits	6
Duration	1 Day Online-4 x 1-hour sessions and if for a group of learners, 1-hour of 1-on-1 coaching on application of the Excel content covered.
Pre-Requisite Training	Intermediate level of Excel 365

SYNOPSIS

This Advanced Microsoft Excel 2016 training course is designed for students to gain the skills necessary to use Pivot Tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

COURSE OUTLINE

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

- **Auditing Worksheets:**
 - Tracing Precedents
 - Tracing Dependents
 - Showing Formulas

- **Data Tools:**
 - Converting Text to Columns
 - Using Data Validation
 - Consolidating Data
 - Using Goal Seek

- **Working with Others:**
 - Protecting Worksheets and Workbooks
 - Tracing Changes
 - Marking a Workbook as Final

- **Recording and Using Macros:**
 - Recording Macros
 - Running Macros
 - Editing Macros
 - Adding Macros to the Quick Access Toolbar

- **Random Useful Item:**
 - Sparklines

COURSE OUTCOMES

After completing this course, students will be able to:

- Create pivot tables and charts.
- Learn to trace precedents and dependents.
- Convert text and validate and consolidate data.
- Collaborate with others by protecting worksheets and workbooks.
- Create, use, edit, and manage macros.
- Import and export data.