



INFOCUS COURSEWARE

Microsoft Excel 2016 Advanced

Level 3 (with Challenge Exercises)



Product Code: INF1657

❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2016 Advanced - Level 3 (with Challenge Exercises)** are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and PivotTables, macros, and much more.

❖ Learning Outcomes

At the completion of this course you should be able to:

- modify **Excel** options
- use logical functions to test whether a statement is true or false
- use a range of lookup and reference functions
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- create summaries in your spreadsheets using subtotals
- use the **Data Consolidation** feature to combine data from several workbooks into one
- create, use and modify data tables
- create and work with scenarios and the **Scenario Manager**
- understand and create simple **PivotTables**
- construct and operate **PivotTables** using some of the more advanced techniques
- create and edit a **PivotChart**
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- protect data in worksheets and workbooks
- import data into **Excel** and export data from **Excel**
- share workbooks with other users
- create recorded macros in **Excel**

❖ Prerequisites

Microsoft Excel 2016 Advanced - Level 3 (with Challenge Exercises) assumes some knowledge of the software as well as a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

207 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.appliededucation.edu.au

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Contents

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting the Default File Location
- Setting Advanced Options
- Challenge Exercise
- Challenge Exercise Sample

Logical Functions

- Understanding Logical Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- Using IFERROR
- Using TRUE and FALSE
- Using AND
- Using OR
- Using NOT
- Challenge Exercise
- Challenge Exercise Sample

Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP for Exact Matches
- Using INDEX
- Using Match

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks
- Challenge Exercise
- Challenge Exercise Sample

Grouping and Outlining

- Understanding Grouping and Outlining
- Creating an Automatic Outline
- Working With an Outline
- Creating a Manual Group
- Grouping by Columns

- Challenge Exercise
- Challenge Exercise Sample

Summarising and Subtotaling

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Creating Relative Names for Subtotals
- Using Relative Names for Subtotals
- Challenge Exercise
- Challenge Exercise Sample

Data Consolidation

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating a Linked Consolidation
- Consolidating From Different Layouts
- Consolidating Data Using the SUM Function
- Challenge Exercise
- Challenge Exercise Sample

Data Tables

- Understanding Data Tables and What-If Models
- Using a Simple What-If Model
- Creating a One-Variable Table
- Using One-Variable Data Tables
- Creating a Two-Variable Data Table
- Challenge Exercise
- Challenge Exercise Sample

Scenarios

- Understanding Scenarios
- Creating a Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating a Scenario Summary Report
- Merging Scenarios
- Challenge Exercise
- Challenge Exercise Sample

PivotTables

- Understanding PivotTables
- Recommended PivotTables
- Creating Your Own PivotTable

- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter
- Challenge Exercise
- Challenge Exercise Sample

PivotTable Features

- Using Compound Fields
- Counting in a PivotTable
- Formatting PivotTable Values
- Working With PivotTable Grand Totals
- Working With PivotTable Subtotals
- Finding the Percentage of Total
- Finding the Difference From Grouping in PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting in a PivotTable
- Challenge Exercise
- Challenge Exercise Sample

PivotCharts

- Inserting a PivotChart
- Defining the PivotChart Structure
- Changing the PivotChart Type
- Using the PivotChart Filter Field Buttons
- Moving PivotCharts to Chart Sheets
- Challenge Exercise
- Challenge Exercise Sample

Advanced Filters

- Understanding Advanced Filtering
- Using an Advanced Filter
- Extracting Records With Advanced Filter
- Using Formulas in Criteria
- Understanding Database Functions
- Using Database Functions
- Using DSUM



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Using the DMIN Function
Using the DMAX Function
Using the DCOUNT Function
Challenge Exercise
Challenge Exercise Sample

Validating Data

Understanding Data Validation
Creating a Number Range Validation
Testing a Validation
Creating an Input Message
Creating an Error Message
Creating a Drop Down List
Using Formulas as Validation Criteria
Circling Invalid Data
Removing Invalid Circles
Copying Validation Settings
Challenge Exercise
Challenge Exercise Sample

Protecting Data

Understanding Data Protection
Providing Total Access to Cells
Protecting a Worksheet
Working With a Protected Worksheet
Disabling Worksheet Protection
Providing Restricted Access to Cells
Password Protecting a Workbook
Opening a Password Protected Workbook
Removing a Password From a Workbook
Challenge Exercise
Challenge Exercise Sample

Importing and Exporting

Understanding Data Importing
Importing From an Earlier Version
Understanding Text File Formats
Importing Tab Delimited Text
Importing Comma Delimited Text
Importing Space Delimited Text
Importing Access Data
Working With Connected Data
Unlinking Connections
Exporting to Microsoft Word
Exporting Data as Text
Inserting a Picture
Modifying an Inserted Picture
Challenge Exercise
Challenge Exercise Sample

Sharing Workbooks

Sharing Workbooks via the Network
Sharing Workbooks via OneDrive
Saving to OneDrive
Sharing Workbooks
Opening Shared Workbooks
Enabling Tracked Changes
Accepting or Rejecting Changes
Disabling Tracked Changes
Adding Worksheet Comments
Navigating Worksheet Comments
Editing Worksheet Comments
Deleting Comments
Challenge Exercise
Challenge Exercise Sample

Recorded Macros

Understanding Excel Macros
Setting Macro Security
Saving a Document as Macro Enabled
Recording a Simple Macro
Running a Recorded Macro
Relative Cell References
Running a Macro With Relative References
Viewing a Macro
Editing a Macro
Assigning a Macro to the Toolbar
Running a Macro From the Toolbar
Assigning a Macro to the Ribbon
Assigning a Keyboard Shortcut to a Macro
Deleting a Macro
Copying a Macro
Challenge Exercise
Challenge Exercise Sample

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