

# Microsoft Excel 2016 Advanced

**Duration: 1 Day**

This course has been designed for regular excel users who would like a better understanding of the analysis tools available and some advanced functions.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## Worksheet Functions

- Using the function wizard
- Calculate using statistical functions

## Logical Functions

- Calculating with conditional criteria
- Basic if statements
- Nested If Statements
- And, Or, Not functions

## Lookup Functions

- Using VLookups and HLookups

## Data Validation

- Setting up Validation for Inputs
- Using Data Validation to Test Existing Data
- Creating a Drop Down List

## Macros

- Creating, saving and running macros

## Forecast Sheets

- Forecasting data trends

## Goal Seek

- Calculating variables based on a fixed result

## Data Tables

- Extending calculations to include variable elements

## Scenarios

- Saving scenarios containing different variable elements

## Solver

- Using variables to arrive at optimal solutions

## Pivot Tables

- Creating and using pivot tables
- Formatting pivot tables
- Creating and using pivot charts
- Formatting pivot charts
- Slicers
- Timeline
- Recommended Pivot Tables