

# 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.

## Review

- Conditional Formatting
- Absolute References
- Named Ranges
- Statistical Functions
- Using the Function Wizard
- Adding Buttons to the Quick Access Toolbar

## Logical Functions

- Basic If statements
- Nested If Statements
- And, Or, Not functions

## Lookup Functions

- VLookup
- HLookup
- Nesting VLookups in If Statements

## Data Validation

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

## Pivot Tables

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

## Templates

- Creating a Template
- Where to store a Template
- How to access a Template
- Editing and Deleting Templates

## Macros

- Creating Recorded Macros
- Where to store Macros
- Running Macros from Toolbar Buttons
- Relative vs Absolute Macros
- Managing Macros
- Managing the Personal Macro Workbook