KOENIG SOLUTIONS · COURSE OUTLINE

MS Excel 2016 – Advanced

Learn to apply advanced Excel functions, lookups, PivotTables, analytical tools and macros to manage and analyse complex data.

2 Days	7	22
DURATION	MODULES	TOPICS

COURSE OVERVIEW

Participants will further build on the skills acquired in the Microsoft Excel 2016 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, Participants will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Participants will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code.

WHO THIS COURSE IS FOR

- **Excel Users**
- **Data Analysts**
- **Financial Analysts**
- **Office Administrators**
- **Report Preparers**

LEARNING OBJECTIVES

- Apply logical, financial, text and date functions
- Build array formulas and adjust calculation options
- Use lookup functions and create data tables
- Validate cell entries and apply advanced filtering
- Format charts and build combination charts
- Create and format PivotTables and PivotCharts
- Analyse data with Goal Seek and scenarios
- Record macros and edit VBA code

COURSE SYLLABUS

7 Modules, 22 Topics

01

Advanced Functions and Formulas

TOPICS

Logical functions Conditional functions · Financial functions · Text functions · Date and time functions · Array formulas · Calculation options

02

Lookups and Data Tables

TOPICS

Using lookup functions · Creating data tables

03

Advanced Data Management

TOPICS

Validating cell entries · Advanced filtering

04

Advanced Charting

TOPICS

Chart formatting options · Combination charts · Graphical objects

05

PivotTables and PivotCharts

TOPICS

Working with PivotTables · Modifying PivotTable data · Formatting PivotTables · Using PivotCharts · PowerPivot

06

Analytical Tools

TOPICS

Goal Seek Scenarios · Instant data analysis

07

Macros and Visual Basic

TOPICS

Running and recording a macro · Working with VBA code

NOTES

- The source document bundles four separate course outlines under a general heading 'MS Office 4 days Training': MS Excel 2016 - Advanced (2 days), MS PowerPoint 2016 - Intermediate (1 day), and Word 2007/2016 Intermediate Training (1 day). Only the MS Excel 2016 - Advanced content is transcribed into the outline as it matches the requested course name; the PowerPoint and Word content is noted here as it appeared in the same source file but belongs to different courses.

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com