



Centre
professionnel

EXCEL 2016 Advanced Level

OBJECTIVE

At the end of the course, the participant will have learned the advanced functions of Excel 2016. They will be able to use pivot tables, macro-commands, templates, personalized layout and share data.

TARGET CLIENTELE

Public



PREREQUISITE

Having taken the intermediate level course

COURSE SYLLABUS

- 1. Quick review of intermediate concepts regarding functions**
- 2. Advanced functions**
 - Definition of advanced functions
- 3. Excel's data table**
 - Construction rules of a data table
 - Benefits of Excel's data table
 - Creation and modification of a data table
- 4. Pivot tables**
 - Use of pivot tables
 - Selecting data
 - Conception and modification of pivot tables

5. Macro-commands

- Task automation using macros (basic)
- Recording a macro
- Accessing the Visual Basic code of a macro
- Deleting a macro

6. Hyperlinks**7. Templates****8. Personalizing the layout**

- Using personalized layouts
- Creating a personalized layout
- Printing a personalized layout

9. Validating data**10. Importing data**

- Open a text file using Excel
- Create a connection with a text file
- Convert data and distribute text in columns

11. Share data

- Share files
- Follow changes
- The Cloud and follow modifications

12. Basic functions of a database and logical functions

- Functions of a database
- Logical functions

13. Scenario manager and target value

- Using the scenario manager
- Using a target value

14. Date consolidation



15. Verification of equations

- Selecting cells containing equations
- Visual verification of spreadsheets
- Step-by-step verification
- Using the Spy window

16. Special paste

17. Protecting a file

- Protecting data