Excel 2016 Level 3

Days of Training: 1

Course Description

*Excel 2016 Level 3* builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel 2016: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, using Power Pivot and the Power Pivot Data Model, what-if-analysis, and macros. The three levels of our Excel 2016 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from http://www.30bird.com.

Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will complete their coverage of all the objectives for both exams.

The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Level 1 and Level 2 courses or have equivalent introductory experience with Excel. The exercises are more detailed and complex than those in the previous levels.

Other Courses in the Series

* Excel 2016 Level 1
* Excel 2016 Level 2

Outline

Chapter 1: Logical and Lookup Functions

Module A: Decision-making functions

Module B: Lookup and reference functions

Chapter 2: Advanced Formulas

Module A: Auditing and error-trapping

Module B: Formula options

Module C: Arrays

Chapter 3: Special functions

Module A: Date and time functions

Module B: Text functions

Module C: Other functions

Chapter 4: Importing and Exporting

Module A: The Power Pivot Data Model

Module B: Exporting data

Chapter 5: Analysis

Module A: What-if analysis

Module B: The Analysis Toolpak

Chapter 6: Macros and Forms

Module A: Recording macros

Module B: Running macros

Module C: Forms

Appendix A: Internationalization and Accessibility

Preparing workbooks for internationalization and accessibility