



DEVORE
TECHNOLOGIES

Excel 2016 Advanced

Course Description: Learn to use Excel 2016 advanced tools. Work with Goal Seek and scenarios, and VLOOKUP. Track changes to workbooks and protect workbooks and worksheets. Use Data Forecasting tools to understand your data.

Prerequisites: Excel 2016 Intermediate. Must be strongly proficient in Microsoft Excel.

Course Length: 6 hours

Working with Multiple Worksheets and Workbooks

- Use Links and External References
- Use 3-D References
- Consolidate Data

Using Lookup Functions and Formula Auditing

- Use Lookup Functions
- Trace Cells
- Watch and Evaluate Formulas

Sharing and Protecting Workbooks

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

Automating Workbook Functionality

- Apply Data Validation
- Search for Invalid Data and Formulas with Errors
- Work with Macros

Creating Sparklines and Mapping Data

- Create Sparklines
- Map Data

Forecasting Data

- Determine Potential Outcomes Using Data Tables
- Determine Potential Outcomes Using Scenarios
- Use the Goal Seek Feature
- Forecasting Data Trends

Upcoming Computer Classes

Our class schedule is always current at www.devore.com/training

TESTING / CERTIFICATION



CompTIA



TRAINING

