Microsoft Excel ® 2016 Advanced

This 1-day class takes place at:
LEARNSOFT TECHNOLOGY TRAINING CENTER
Torrey Pines Bank Building, 4350 Executive Drive, Suite 100, San Diego 92121

$250 ABC Members $350 Non-Members

Dates Available:   Feb. 11 / Feb. 27 / Mar. 17 / Mar. 26 / Apr. 16 / Apr. 28
Class Times:   8:00 am – 3:30 pm

Summary: Experience Needed: Excel 2016 Intermediate or equivalent experience.

SUMMARY: This course takes users to a high level of knowledge using financial topics available in Excel such as financial functions, auditing and charts.

COURSE CONTENT

1: WORKING WITH LISTS
• Using Multiple Worksheets
• Inserting New Worksheets
• Renaming Worksheets
• Deleting Worksheets
• Creating Multiple Views
• Freezing Panes
• Viewing and Arranging Multiple Worksheet Windows
• Navigating in Multiple Workbooks
• Managing Multiple Worksheets and Workbooks
• Selecting Multiple Worksheets
• Moving and Copying Data between Worksheets

2: WORKING WITH MACROS & USER-DEFINED FUNCTIONS
• Recording and Using Macros
• Assigning Macros
• Using User-Defined Functions

3: USING BASIC ANALYSIS TOOLS
• Performing “What If” Analyses
• Working with Scenarios

4: USING ADVANCED ANALYSIS TOOLS
• Querying a Database
• Importing and Exporting Files
• Protecting Data
• Using Data Validation
• Using Worksheet Protection
• Password Protection a Workbook

5: USING BUSINESS ANALYSIS TOOL
• Working with Pivot Tables and Pivot Charts
• Identifying the Parts of a Basic Pivot Table
• Create a PivotChart report from an existing PivotTable report
• Delete a PivotTable or PivotChart report
• Slicers
• Using slicers
• Formatting slicers for a consistent look
• Sharing slicers between PivotTables
• Sparklines
• Types of Sparklines
• Create a Sparkline
• Customize Sparklines
• Control which value points are shown
• Change the style of or format Sparklines
• Online Analytical Processing (OLAP)
• Business intelligence
• What is Online Analytical Processing (OLAP)?
• OLAP features in Excel 2016

➢ TO REGISTER: Call or email Continuing Education:
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