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: Oct. 30 / Nov. 7 / Nov. 19 / Dec. 4 / Dec. 18
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:
(858) 513-4700 x206 / Direct at (858) 203-0032 / continuinged@abcsd.org

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