

## MS Excel 2016 Level 3

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Accelerating quality skills towards an information savvy society

## A. Course Outlines



### 1. Free online pre-training assessments

Not sure which level to book – then click on the links below and/or forward the links to your colleagues in order to distinguish which level they need to book for.

Pre Training Assessment

**MS Excel 2016 Level 1**

Pre Training Assessment

**MS Excel 2016 Level 2**

Pre Training Assessment

**MS Excel 2016 Level 3**

### 2. MS Excel 2016 Level 3

#### Course description

The training in and use of Microsoft® Office Excel® 2016 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Excel® 2016. You have used Microsoft® Office Excel® 2016 to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.



### Course duration

This course is scheduled for two (2) days from 9:00 till 16:00.

*The course duration is an estimate and could vary according to levels of experience of the group.*

### Course pre-requisites

Good understanding and working knowledge of Windows generic functionality and Excel 2016: Level 1 & 2.

### Documentation

The following documentation is included with the course

- Microsoft Excel 2016 Level 3 user guide
- Certificate of attendance

### Course Objectives

Upon successful completion of this course, you will be able to:

- Enhance productivity and efficiency by streamlining the workflow
- Collaborate with other workbook users
- Audit worksheets
- Analyse data
- Work with multiple workbooks
- Import and export data
- Integrate Excel data with the web
- Structure workbooks with XML

### Who should attend?

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyse worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2010, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

### Topics covered

#### **Work with Multiple Worksheets**

- Multiple Sheets
- Renaming Sheets
- Insert and Delete Sheets
- Copy and Move Sheets
- Worksheet Groups
- Applying formulas across sheets

#### **Prepare and produce a spreadsheet**

- Naming ranges
- Working with named ranges
- Deleting a named range
- Creating names from a selection
- Using the Clipboard Group
- Using Paste Special
- Working with Links



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- Editing Links
- Worksheet Protection

**Data commands**

- Sorting and filtering data
- Validation
- Subtotals
- Grouping and Outlining
- Using the Consolidate command
- Working with Advanced Filters
- Working with External Data
- Importing data from a text file
- Converting Text to Columns
- Working with a data form

**Advanced Functions**

- Database Functions
- Lookup Functions
- Logical Functions
- Text Functions

**Customising Microsoft Excel**

- Setting Excel Options
- Excel Add-ins
- Customising the Quick Access toolbar

**Working with charts**

- Why do we use charts/graphs?
- Chart terminology
- Creating a chart
- Creating a chart using Insert
- Setting or changing the chart type
- Chart Titles
- Chart Location
- Moving, Resizing and Deleting charts as Objects
- Formatting a chart
- Printing charts
- Working with Sparklines
- Using the Drawing Tools and Pictures

**Pivot Tables**

- Working with Excel Tables
- Understanding a Pivot Table
- Data for a Pivot table
- Creating a Pivot table
- Add, copy, rearrange, and remove fields
- Add a calculated field
- Using the Pivot table filters
- Changing Pivot table data
- Modifying the Pivot Table placement



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- Change Active Field settings
- Change Pivot Table options
- Change the Pivot Table layout
- Change the Pivot Table design
- Change the Pivot Table Tools design style options
- Creating Pivot Charts
- Insert Slicers
- Deleting a Pivot table report or chart

**Macros**

- Understanding Macros
- Developer Tab
- Macro Security levels
- Trusted locations
- Recording a macro
- Running Macros
- Assigning Macros to Objects



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## B. Contact Details

### 1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion  
1001 Clifton Avenue  
Lyttelton Manor  
Centurion

### 2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail [training@acctech.biz](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)



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