MICROSOFT EXCEL 2016/2019 - LEVEL 3 / ADVANCED

Course Code: 6745

Learn advance Excel skills.

This course will teach you how to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes.

You will also learn how to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions that will put the full power of Excel right at your fingertips.

The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

What You'll Learn

Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.

Who Needs to Attend

This course is intended for students who are experienced Excel 2016 users and have a desire or need to advance their skills in working with some of the more advanced Excel features.

Prerequisites

To ensure success, students should have practical, real-world experience creating and analyzing datasets using Excel 2016. Specific tasks students should be able to perform include: creating formulas and using Excel functions; creating, sorting, and filtering datasets and tables; presenting data by using basic charts; creating and working with PivotTables, slicers, and PivotCharts; and customizing the Excel environment.

To meet these prerequisites, students can take the following:

- Microsoft® Office Excel® 2016 Level 1 / Intro

- Excel Level 2 / Intermediate

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CLASSROOM LIVE	$355 CAD	1 Day

Classroom Live Outline

Enhancing Workbooks

- **Customize Workbooks**
  - ⬜ Comments
  - ⬜ Hyperlinks
  - ⬜ Watermarks
  - ⬜ Background Pictures
- **Manage Themes**
  - ⬜ About Themes
  - ⬜ Customizing Themes
- **Create and Use Templates**
  - ⬜ Templates
  - ⬜ Template Types
  - ⬜ Creating a Template
  - ⬜ Modifying a Template
- **Protect Files**
  - ⬜ Recovering Lost Data
  - ⬜ The Changes Group
  - ⬜ Worksheet and Workbook Protection
  - ⬜ The Protect Worksheet Option
  - ⬜ The Protect Workbook Option
- **Preparing a Workbook for Multiple Audiences**
  - ⬜ Displaying Data in Multiple International Formats
  - ⬜ Utilize International Symbols
  - ⬜ Modifying Worksheets Using the Accessibility Checker
  - ⬜ Managing Fonts

Auditing Worksheets

- **Trace Cells**
  - ⯀ The Trace Cells Feature
  - ⯀ Tracer Arrows
- **Troubleshoot Invalid Data and Formula Errors**
  - ⯀ Invalid Data
  - ⯀ The Error Checking Command
  - ⯀ Error Types
- **Watch and Evaluate Formulas**
  - ⯀ The Watch Window
  - ⯀ Formula Evaluation
- **Create a Data List Outline**
  - ⯀ Outlines
  - ⯀ The Outline Group

Working with Multiple Workbooks

- **Consolidate Data**
  - ⯀ Data Consolidation
  - ⯀ The Consolidate Dialog Box
  - ⯀ Consolidation Functions
- **Link Cells in Different Workbooks**
  - ⯀ External References
- **Merge Workbooks**
  - ⯀ The Compare and Merge Workbooks Feature

Exporting Excel Data

- **Export Excel Data**
  - ⯀ The Export Process
- **Import a Delimited Text File**
  - ⯀ The Import Process
  - ⯀ The Get External Data Group
  - ⯀ Delimited Text Files
  - ⯀ Methods of Importing Text Files
- **Integrate Excel Data with the Web**
  - ⯀ The File Publishing Process
  - ⯀ Publish as Web Page Dialog Box
- **Create a Web Query**
  - ⯀ Web Queries
  - ⯀ The New Web Query Dialog Box

Analyzing Data with PivotTables, Slicers, and PivotCharts

- **Create a PivotTable**

- PivotTables
- Start with Questions, End with Structure
- The Create PivotTable Dialog Box
- The PivotTable Fields Pane
- Summarize Data in a PivotTable
- The "Show Values As" Functionality of a PivotTable
- External Data
- PowerPivot
- PowerPivot Functions

- **Filter Data by Using Slicers**
  - Slicers
  - The Insert Slicers Dialog Box
- **Analyze Data with PivotCharts**
  - PivotCharts
  - Creating PivotCharts
  - Applying a Style to a PivotChart

Automating Worksheet Functionality

- **Update Workbook Properties**
  - Workbook Properties
- **Create and Edit a Macro**
  - Macros
  - The Record Macro Dialog Box
  - Naming Macros
  - Visual Basic for Applications
  - Copying Macros Between Workbooks
  - Macro Security Settings
- **Apply Conditional Formatting**
  - Conditional Formatting
  - Conditional Formats
  - The Conditional Formatting Rules Manager Dialog Box
  - The New Formatting Rule Dialog Box
  - Clear Rules
- **Add Data Validation Criteria**
  - Data Validation
  - The Data Validation Dialog Box

Classroom Live Labs

- Enhancing Workbooks
- Auditing Worksheets
- Working with Multiple Worksheets and Workbooks
- Exporting Data
- Automating Worksheets

- Keyboard Shortcut Quick Reference Sheet

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| VIRTUAL CLASSROOM LIVE | $355 CAD | 1 Day |

Virtual Classroom Live Outline

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Jan 14 - 14, 2026 | 9:00 AM - 4:00 PM EST

Feb 4 - 4, 2026 | 9:00 AM - 4:00 PM EST

Feb 20 - 20, 2026 | 12:00 - 7:00 PM EST

Mar 18 - 18, 2026 | 9:00 AM - 4:00 PM EDT

Apr 1 - 1, 2026 | 12:00 - 7:00 PM EDT

Apr 8 - 8, 2026 | 9:00 AM - 4:00 PM EDT

Apr 22 - 22, 2026 | 12:00 - 7:00 PM EDT

May 6 - 6, 2026 | 9:00 AM - 5:00 PM EDT

May 20 - 20, 2026 | 12:00 - 8:00 PM EDT

Jun 3 - 3, 2026 | 12:00 - 7:00 PM EDT

Jun 24 - 24, 2026 | 9:00 AM - 4:00 PM EDT

Jul 15 - 15, 2026 | 9:00 AM - 4:00 PM EDT

Jul 29 - 29, 2026 | 12:00 - 7:00 PM EDT

Aug 12 - 12, 2026 | 9:00 AM - 4:00 PM EDT

Sep 11 - 11, 2026 | 9:00 AM - 4:00 PM EDT

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PRIVATE GROUP TRAINING	1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.