Microsoft Excel 2016

Level 3 (with Challenge Exercises)

InFocus Courseware

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❖ **General Description**

The skills and knowledge acquired in *Microsoft Excel 2016 - Level 3 (with Challenge Exercises)* are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and PivotTables, macros, and much more.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- modify *Excel* options
- protect data in worksheets and workbooks
- import data into *Excel* and export data from *Excel*
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- create summaries in your spreadsheets using subtotals
- use the *Data Consolidation* feature to combine data from several workbooks into one
- create, use and modify data tables
- create and work with scenarios and the *Scenario Manager*
- understand and create simple *PivotTables*
- construct and operate *PivotTables* using some of the more advanced techniques
- create and edit a *PivotChart*
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- create and use a range of controls in a worksheet
- share workbooks with other users
- create recorded macros in *Excel*

❖ **Prerequisites**

Microsoft Excel 2016 - Level 3 (with Challenge Exercises) assumes some knowledge of the software as well as a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

204 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at *www.watsoniapublishing.com*.

This information sheet was produced on Tuesday, December 15, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

AUSTRALIAN MADE & OWNED

Microsoft Excel 2016
Level 3 (with Challenge Exercises)

INFOCUS COURSEWARE

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