



Microsoft Excel 2016

Level 3



INFocus COURSEWARE

Product Code: INF1617

ISBN: 978-1-925349-74-0

❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2016 - Level 3** 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 assumes some knowledge of the software as well as a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

170 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, May 22, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



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