



Microsoft Excel 2016

Level 3



INFocus COURSEWARE

Product Code: INF1617

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❖ 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.

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Product Information



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