



# Excel 2016

## Advanced Training Course Outline

### Pivot Tables

- Creating and Using a Pivot Table
- Filtering and Sorting Data within a Pivot Table
- Automatically Grouping Data in a Pivot Table and Renaming Groups
- Manually Grouping Data in a Pivot Table and Renaming Groups

### Input Tables

- One-Input Data Tables
- Two-Input Data Tables

### Charts

- Creating a Combined Line and Column Chart
- Adding a Secondary Axis to a Chart
- Changing the Chart Type for a Particular Data Series
- Adding a Data Series to a Chart
- Removing a Data Series from a Chart
- Re-Positioning Chart Title
- Re-Positioning the Chart Legend
- Moving and Formatting Chart Data Labels
- Modifying Chart Axis Scales
- Formatting an Axis to Display Using Commas
- Inserting Images into Chart Columns
- Inserting Images to Chart Bars
- Formatting the Chart Plot Area Using a Picture
- Formatting the Chart Area Using a Picture

### Hyperlinks

- Inserting a Hyperlink
- Editing a Hyperlink
- Removing a Hyperlink

### Linking & Embedding

- What Is Embedding and Linking?
- Linking Data within a Worksheet
- Linking Cells between Worksheets within a Workbook
- Linking Data between Workbooks

- Linking Data from Excel to a Word Document
- Linking an Excel Chart to a Word Document
- Updating, Locking and Breaking Links

### Importing Text Files

- What Is a Delimited Text File?
- Importing a Delimited Text File

### Sorting and Filtering Data

- Sorting Data by Multiple Columns at the Same Time
- Applying a Pre-Installed Custom Sort
- Creating a Customized List and Performing a Custom Sort
- Removing a Customized List
- Using AutoFilter
- Using AutoFilter to Perform Multiple Queries
- Top 10 AutoFilter
- Removing All AutoFilters from a Worksheet
- Advanced Filter Criteria
- Sub-Totaling
- Removing Subtotals
- Expanding and Collapsing Outline Detail Levels

### Tracking and Reviewing Changes

- Enabling or Disabling the 'Track Changes' Feature
- Sharing, Comparing and Merging Worksheets

### Scenarios

- Scenario Manager
- Scenario Summary Reports

### Validating

- Data Validation - Whole Number
- Data Validation - Decimal Number
- Data Validation - List
- Data Validation - Date
- Data Validation - Time
- Data Validation - Text Length



- Customizing a Validation Input Message and Error Alert
- Removing Data Validation

#### **Auditing**

- Tracing Precedent Cells
- Tracing Dependent Cells
- Cells with Missing Dependents
- Showing All Formulas in a Worksheet
- Inserting and Viewing Comments
- Editing and Deleting Comments
- Showing and Hiding Comments

#### **Macros**

- Macro to Change the Page Set-Up
- Macro to Apply a Custom Number Format
- Macro to Format a Cell Range
- Macro to Insert Fields into the Header or Footer
- Assigning a Macro to a Button on the Quick Access Toolbar
- Deleting Macros

#### **Passwords & Security Issues**

- Adding 'Open' Password Protection to a Workbook
- Adding 'Modify' Password Protection to a Workbook
- Removing an 'Open' Password from a Workbook
- Removing a 'Modify' Password from a Workbook
- Password Protecting Cells and Worksheets
- Hiding Formulas
- Un-Hiding Formulas