Intermediate Microsoft Excel 2016: Functions, PivotTables, Macros and the VBA Environment

Duration: 1 day | **Price:** $175

Course Description: This course covers how to create and use advanced formulas, analyze data, organize worksheet data with tables, create macros, navigate the VBA development environment, and enhance workbooks. By the end of this course students should be comfortable in creating advanced formulas, analyzing data with functions, analyzing data using functions and PivotTables, working with tables, recording macros, using the VBA environment to execute custom code, and enhancing workbooks.

Comprehensive hands on exercises are integrated throughout to reinforce learning and develop real competency.

Course Prerequisites: Knowledge equivalent to attending the Introduction to Excel 2016 course.

Applying Range Names

- Adding Range Names Using the Name Box
- Adding Range Names Using the New Name Dialog Box
- Editing a Range Name and Deleting a Range Name
- Using Range Names in Formulas

Using Specialized Functions

- Function Categories
- The Excel Function Reference
- Function Syntax
- Function Entry Dialog Boxes
- Using Nested Functions
- Automatic Workbook Calculations
- Showing and Hiding Formulas
- Enabling Iterative Calculations

Using Text Functions

- Text Functions
- The `LEFT` and `RIGHT` Functions
- The `MID` Function
- The `LEN` Function
- The `TRIM` Function
- The `UPPER`, `LOWER`, and `PROPER` Functions
- The `CONCATENATE` Function
- The `TRANSPOSE` Function

Using Logical Functions

- Logical Functions
- Logical Operators
- The `AND` Function
- The `OR` Function
- The `IF` Function

Using Lookup Functions

- Lookup Functions
- The `LOOKUP` Function
- The `VLOOKUP` Function
- The `HLOOKUP` Function

Using Date Functions

- The `TODAY` Function
- The `NOW` Function
- Serializing Dates and Times with Functions

Using Financial Functions

Creating and Modifying Tables

- The IPMT Function
- The PPMT Function
- The NPV Function
- The FV Function

- Table Components
- The Create Table Dialog Box
- The Table Tools â€“ Design Contextual Tab
- Styles and Quick Style Sets
- Customizing Row Display
- Table Modification Options

Sorting and Filtering Data

- The Difference Between Sorting and Filtering
- Sorting Data
- Advanced Filtering
- Filter Operators
- Removing Duplicate Values

Using Subtotal and Database Functions to Calculate Data

- SUBTOTAL Functions
- The Subtotal Dialog Box
- Summary Functions in Tables
- Database Functions

Creating a PivotTable

- PivotTables Overview
- 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
- Filtering Data by Using Slicers
- The Insert Slicers Dialog Box

Analyze Data with PivotCharts

- PivotCharts Overview
- Creating PivotCharts
- Applying a Style to a PivotChart

Customizing Workbooks

- Comments
- Hyperlinks
- Watermarks
- Background Pictures

Managing Themes

- About Themes
- Customizing Themes

Creating and Using Templates

- Templates
- Template Types
- Creating a Template
- Modifying a Template

Protecting 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

Automating Tasks Using Macros

- The Developer Tab
- The Macros Dialog Box
- Macro Security Components
- Creating a Macro
- The Record Macro Dialog Box
- Creating Keyboard Shortcuts for Macros
- Assigning Macros to Buttons
- Managing Macros with the Organizer

Visual Basic for Applications (VBA)

- What is VBA?
- Navigating the VBA Development Environment
- Executing Custom VBA Code

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