

Microsoft Excel Level 3- 2016

EXCEL 2016 LESSON 1: WORKING WITH TABLES

Working with Tables

- Insert and Delete Table Rows and Columns

- Calculated Columns

- Apply a Sort or Filter

Special Table Features

- Table Name

- Header Row

- Table Style Options

Understanding Structured References

- Formulas with Structured References

EXCEL 2016 LESSON 2: FINANCIAL FUNCTIONS AND WHAT-IF ANALYSIS

Creating Financial Functions

- Input Values for Financial Functions

- Financial Function Arguments

- PMT Function

- FV Function

- NPER Function

Using What-If Analysis Tools

- Using Data Tables

Scenario Manager

Goal Seek

EXCEL 2016 LESSON 3: PIVOTTABLES AND PIVOTCHARTS

Creating PivotTables

- What Is a PivotTable?

- Arranging the Source Data

- Remove Duplicates

- Adding PivotTable Fields

Working with PivotTables

- Formatting PivotTables

- Changing Value Field Settings

Filtering a PivotTable

- Filtering a PivotTable with AutoFilter

- Filtering a PivotTable with a Filter Field

- Filtering a PivotTable with Slicers

Creating Calculated Fields

- Show Values As

- Refreshing PivotTable Data

Creating PivotCharts

- Filtering PivotCharts

EXCEL 2016 LESSON 4: WORKBOOK COMPLETION

Alternative Navigation Methods

- Using Find

- Using Go To or the Name Box

- Inserting Hyperlinks for Navigation

Inserting and Viewing Comments

Adding Alternative Text to Objects for Accessibility

Inspecting Your Workbook

- Inspect a Workbook for Hidden Properties or Personal Information

- Inspect a Workbook for Accessibility

- Inspect a Workbook for Compatibility

Workbook Protection

- Protect Workbook Structure

- Protect a Worksheet

- Lock Cells and Hide Formulas

- Mark as Final

- Encrypt with a Password