Advanced ms excel 2016 pdf

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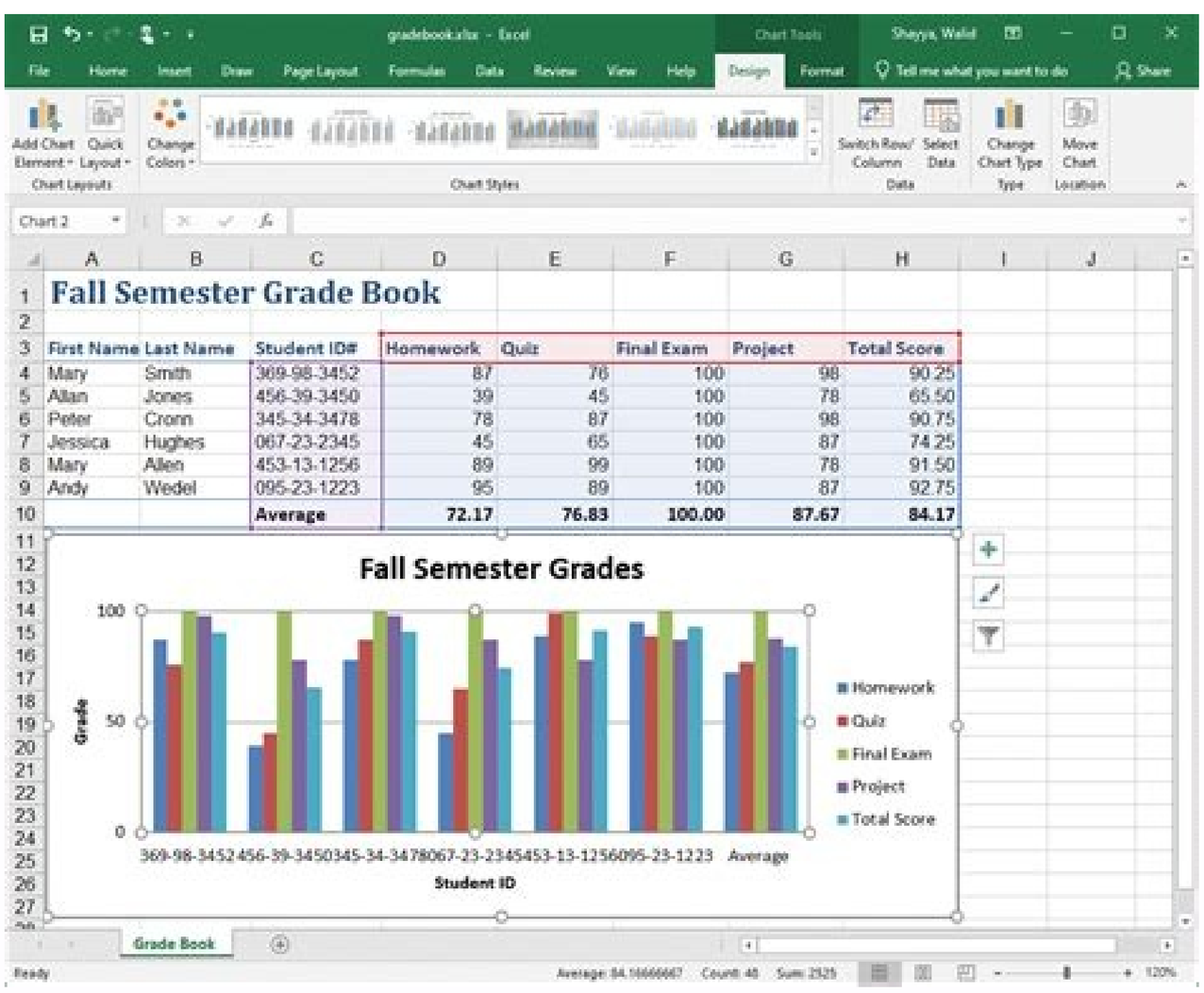

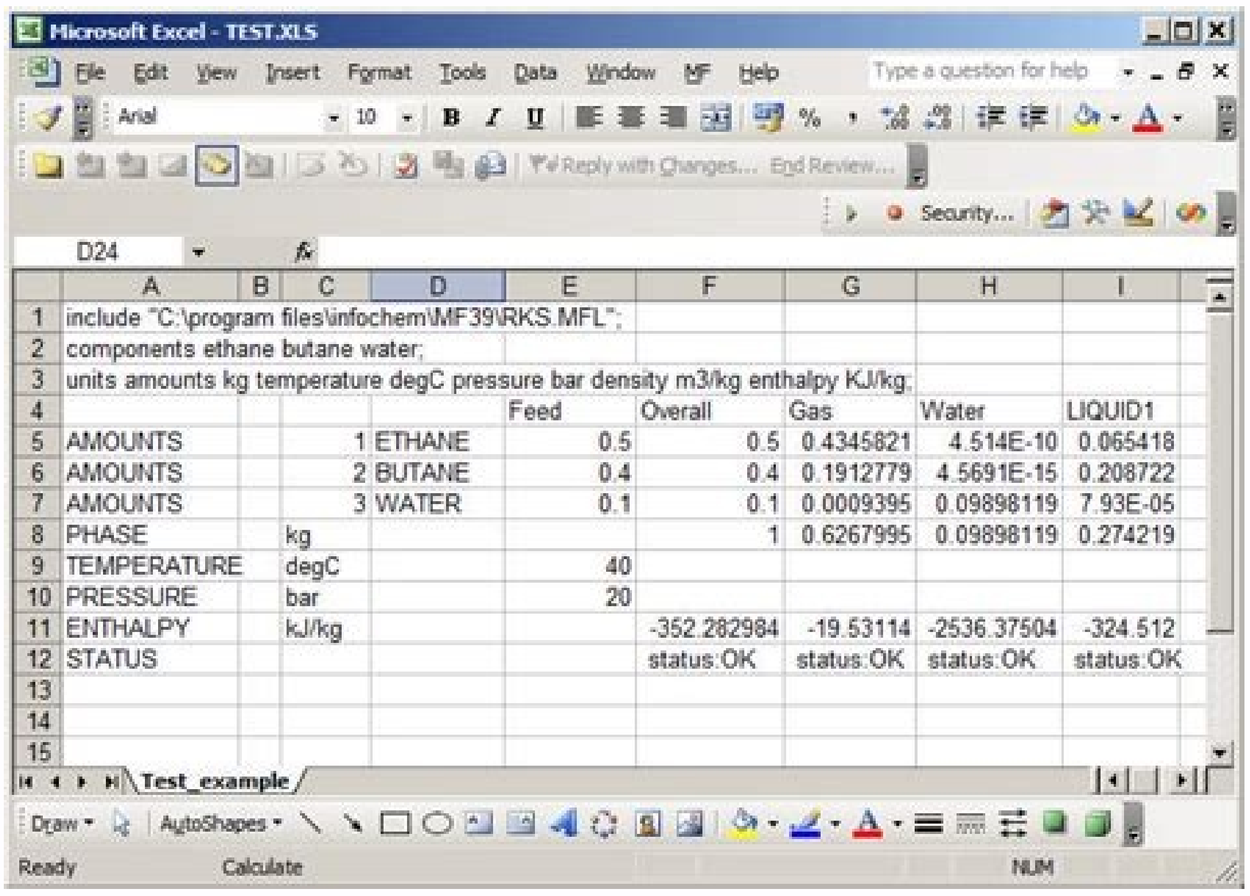

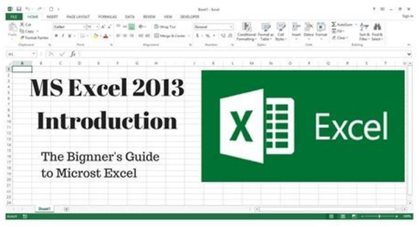

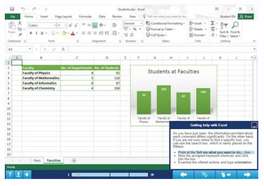

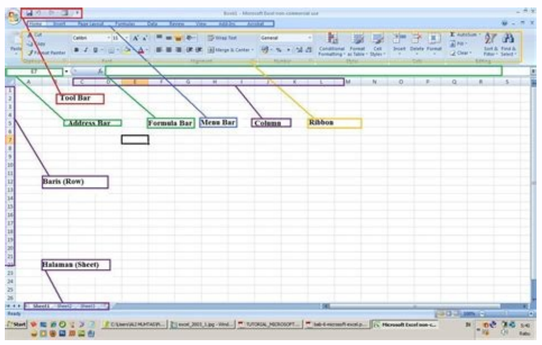

Learning Objectives: In this module, you will learn how to use pivot tables and charts to analyze data. This module covers topics on pivot tables, pivot chart, sparklines. It also demonstrates the application of advanced filters. Skills: Implementation of Pivot tables and charts Application of advanced filters Topics: Data analysis using normal charts, formatting of charts, secondary axis use, scatter plots Data analysis using a Pivot table and pivot charts, sparklines Running Regression in excel, ANOVA, etc. Cover basic stats through excel - Functions like correlation, stddev, average, regression functions Hands-On: Data analysis through excel using Pivots, charts, regression Get detailed course syllabus in your inbox Introduction Introduction Additional lesson topics: What's New in Microsoft Office Excel ?; Excel Bible; Microsoft Excel Introduction Quick Reference Guide; Compare Excel to 1 Total Points Lesson 1 Video Review Practice Worksheet: CHAR_functions.xlsx Lesson discussions: Reasons for Taking this Course Complete: Lesson 1 Assignment - Introduction Lesson 2: Outlines, Custom Views, and Templates In Excel, outlining gives you the ability to organize large amounts of data. Additional lesson topics: Excel Tutorial Applying and Removing Outlines Microsoft Training Lesson; Excel : Groups and Subtotals 11 Total Points Lesson 2 Video Complete: Lesson 2 Assignment Assessment: Exam 2 Lesson 3: Mathematical Functions Functions are used to create formulas. In this lesson, we are going to start talking about some of the more basic functions, as well as teaching you to use them. Additional lesson topics: Excel Formulas and Functions Tutorial 1 Microsoft Excel Basics Excel Tutorial Excel ; How to use the COUNTIF Function Instead of VLOOKUP in Excel; How to use the SUM, SUMIF and SUMIFS functions in Excel ?; Excel Tutorial; Overview of formulas in Excel for Windows 10 Total Points Lesson 3 Video Complete: Lesson 3 Assignment Assessment: Exam 3 Lesson 4: Data Functions Data functions give you various ways to search your data. Additional lesson topics: Excel: How to use the Match Function; Microsoft Excel ; How to use the iferror function for your formulas in Excel; Excel: The excel ISERROR function; Create a Dynamic Excel Chart Using Offset Function; MS Excel Tip; Highline Excel Class 11: Lookup Functions and Formulas, Comprehensive Lessons, Several Examples; Using the Cell Function in Excel 11 Total Points Lesson 4 Video Complete: Lesson 4 Assignment Assessment: Exam 4 Lesson 5: Data Lookups Data lookup is quite simply the process where values in Excel are scanned until certain results are found. Additional lesson topics: Excel Vlookup Tutorial and Example; How to use HLOOKUP in Microsoft Excel ; IF statements with VLOOKUPs -- Microsoft Excel; How to Create lookup tables in Excel 10 Total Points Lesson 5 Video Assessment: Exam 5 Lesson 6: The IF Function IF functions can be used to add comments to your data. They can also be used to hide errors in calculations. Additional lesson topics: Excel Tutorial Several of 25; Dates and Comparison Operators in Excel's IF Function; Showing Formulas in Cells; Use the IFNA Function in Excel 10 Total Points Lesson 6 Video Assessment: Exam 6 Lesson 7: Manipulating Text We are going to take this lesson to learn some of the text functions and formulas, then teach you how they are used. More specifically, we will show you how to use them. Additional lesson topics: Tutorial: How to Use the Left and Right Formulas in Excel ; Learn Excel Functions; Excel formulas and functions; Excel Lesson 25; CLEAN AND TRIM Functions in Excel 11 Total Points Lesson 7 Video Complete: Lesson 7 Assignment Assessment: Exam 7 Lesson 8: Exploring Conditional Formatting Conditional formatting is another way to visualize your data. Additional lesson topics: How to Use Conditional Formatting in Excel; Quickly Remove Formatting From Your Excel Spreadsheet 10 Total Points Lesson 8 Video Assessment: Exam 8 Lesson 9: Working with Sparklines Sparklines represent data in your worksheet. They show the variations or trends in a section of your data, typically within a row. Additional lesson topics: Excel Tutorial Changing Color Schemes Microsoft Training Lesson; Microsoft Excel / pt Several Conditional format, Sparklines, other Charts ; Creating Excel Sparklines chart; Excel Tutorial Modifying Sparklines Microsoft Training Lesson 11 Total Points Lesson 9 Video Complete: Lesson 9 Assignment Assessment: Exam 9 Lesson 10: Linking To and Consolidating Worksheets Consolidating means to combine or summarize data from two or more worksheets. Additional lesson topics: Create formula with external references in Excel; Locate and Change Excel Pivot Table Data Source; Excel Tutorial Arranging Open Workbook Windows Microsoft Training Lesson 10 Total Points Lesson 10 Video Assessment: Exam 10 Lesson 11: Importing and Cleaning Data Excel gives you several methods to import different types of files that contain your data. Additional lesson topics: Importing Excel CSV or any Spreadsheet file into QuickBooks with built-in tools. Plus Zed Axis; Import Bank Transactions into QuickBooks from QBO, QIF, CSV, and PDF Bank Statements 11 Total Points Lesson 11 Video Complete: Lesson 11 Assignment Assessment: Exam 11 Lesson 12: Pivot Tables A pivot table is a tool that you can use to summarize data when you have a lot of it in a worksheet. Additional lesson topics: Data Structure for Pivot Tables; How to Create an Interactive Excel Pivot Chart; How to Sort data in a Pivot Table or Pivot Chart; Selecting, Copying, Moving, Clearing, Deleting a Pivot Table; Excel Pivot Tables, Charts and Dashboards 10 Total Points Lesson 12 Video Assessment: Exam 12 Lesson 13: Continuing to Work with PivotTables PivotTables are an invaluable tool in Excel because they give you a way to summarize data; however, they also give you a way to look at the exact data that you need. Additional lesson topics: Excel Tip Split Pivot Table Filters Into Multiple Columns; Create Excel Pivot Table Calculated Field With a Count; How to Connect Slicers on EXCEL Dashboards with Multiple Charts/Tables/Graphs; Excel total: Subtotals and grand totals in a pivot table 10 Total Points Lesson 13 Video Assessment: Exam 13 Lesson 14: PivotCharts A PivotChart is like a PivotTable in that it summarizes the data from a worksheet. Additional lesson topics: Introduction to Pivot Tables, Charts, and Dashboards in Excel Part 1 ; Excel Tutorial Formatting the Chart and Plot Areas Microsoft Training Lesson; interactive charts in Excel; How to Create an Interactive Excel Pivot Chart 10 Total Points Lesson 14 Video Assessment: Exam 14 Lesson 15: The What-if Analyses A what-if analysis lets you explore possibilities by entering possible values into the same equation so you can see the possible outcomes in the cells of your spreadsheet. Additional lesson topics: Excel : What-If Analysis 11 Total Points Lesson 15 Video Complete: Lesson 15 Assignment Assessment: Exam 15 Lesson 16: Goal Seek and Solver Goal Seek determines what value needs to be in an input cell to achieve a desired result in a formula cell. Solver determines what values need to be in multiple input cells to achieve a desired result. Additional lesson topics: Excel from Scratch; Installing Excel's Solver Add-In; Using Solver with Excel for Linear Optimization Problems; Microsoft Excel Goal Seek, Scenarios, Solver 10 Total Points Lesson 16 Video Assessment: Exam 16 Lesson 17: The Analysis ToolPak The Analysis ToolPak is an add-in, just like Solver is an add-in, that provides various methods of analysis. Additional lesson topics: How to Install the Data Analysis ToolPak in Microsoft Excel; One-Way ANOVA ANOVA: Single Factor using Excel Data Analysis Tools; How to Compute Variance and Covariance in Excel : Advanced Microsoft Excel; Two-Way ANOVA with Replication using Excel Data Analysis Tools; How to perform Fourier Analysis in Excel ; Installing Excel Toolpak Data Analysis on Mac 10 Total Points Lesson 17 Video Assessment: Exam 17 Lesson 18: All About Data Validation Data validation in Excel allows you to define what type of data should be entered into a cell and allows you to prevent invalid data from being entered. Additional lesson topics: Excel Video 433 Message Boxes Part 2; Excel : Data Validation and Drop Down Lists; How to Find Where a Formula Containing an Invalid Reference Is in Excel : Using Microsoft Excel 11 Total Points Lesson 18 Video Complete: Lesson 18 Assignment Assessment: Exam 18 Lesson 19: Using Get & Transform to Perform Queries You can also import data from other databases into Excel 2016, as we mentioned in the last lesson. Get & Transform is a tool you can use to do this. Additional lesson topics: Using Get and Transform to Perform Queries; How to transfer data from one workbook to another automatically using Excel VBA; How to import data from a Text file into Excel.; How to Link Excel Worksheet to Another Workbook; How to Summarize Data in Excel Using Get and Transform 11 Total Points Lesson 19 Video Complete: Lesson 19 Assignment Assessment: Exam 19 Lesson 20: Troubleshooting and Auditing in Excel 2016 Excel 2016 gives you the tools to help you efficiently audit and troubleshoot your workbooks and data. Additional lesson topics: Excel Tutorial Error Checking Microsoft Training Lesson; Excel Tutorial Using the Watch Window Microsoft Training Lesson; How to Use Trace in Excel 10 Total Points Lesson 20 Video Assessment: Exam 20 Lesson 21: Exploring Macros in Excel 2016 A macro is a series of instructions or commands that can be triggered by a keyboard shortcut, button in the toolbar, or by an icon that you can stick in a worksheet. 10 Total Points Lesson 21 Video Assessment: Exam 21 Lesson 22: Continuing to Work with Macros We are going to continue to explore macros in this lesson and learn more about creating and working with them. 116 Total Points Lesson 22 Video Lesson discussions: End of Course Poll; Course Comments; Program Evaluation Follow-up Survey (End of Course) Complete: Lesson 22 Assignment Assessment: Exam 22 Assessment: The Final Exam

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