



Microsoft® Excel 2016 Level 3

Course Description: In Microsoft® Office Excel 2016 Level 3 you will apply advanced analysis techniques to more complex data sets, use logical functions, and share Excel data with other applications.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to utilize advanced functions for decision-making.

Upon successful completion of this course, students will be able to:

- Apply conditional formatting to visually analyze data
- Apply filters to display specific data
- Use Excel logical functions to make decisions
- Use Excel lookup functions to return a value from a range
- Export data from Excel
- Import data into Excel

Prerequisite: Excel Level 1 and 2 or comparable Excel experience.

Course Outline

Conditional Formatting

- Applying conditional formatting using Quick Analysis
- Applying conditional formatting from the Ribbon
- Highlight cells rules
- Apply data bars, color scales and icon sets
- Managing conditional formatting rules

Advanced Sorts

- One column sort
- Multiple column level sorts

Filtering Data

- Filtering data (number, text, date)
- Advanced filters
- Database functions

Data Validation

- List, date, time
- Text length
- Numbers (whole & fractions)

Lookup Functions

- Vertical Lookup
- Horizontal Lookup

Logical/Decision Making Functions

- IF statement/Nested IFs
- AND/OR
- IFERROR

Export Data

- Comma delimited ASCII text
- Tab delimited ASCII text

Importing External Data

- Text files
- Access databases