

## MS Excel 2016 Course Outline – Master level

### Course Objectives

This master MS Excel course is aimed at learners who have a good sound knowledge of Excel and can use basic functions such as IF and OR, NOT, CountIF and CountBLANK.

By the end of the course you will be able to use financial functions such as PMT, FV and Rate and also Match and Index functions. You will learn how to use conditional formatting to highlight trends and exceptions with a click of the mouse. You will learn how to work with pivot tables and charts, create and play back macros. Lastly you will learn how to use analytical functions such as goal seek, solver and scenarios as well as use one and two input data tables.

Estimated course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

### Topics covered

#### Financial Functions

- Financial Functions PMT
- Financial Functions FV
- RATE

#### Lookup Functions

- Combining MATCH with INDEX
- Combining LOOKUP with MATCH
- Lookup Functions with Named Ranges

#### Logical functions

- IFERROR

#### Conditional Formatting

- Creating Rules
- Creating Rules Using Formulas

#### PivotTables & Pivot Charts

- Working with Pivot Tables
- Rearranging Pivot Tables
- Slicers
- Formatting Pivot Tables
- Pivot Charts
- Using GETPIVOTDATA with Pivot Tables

#### Documenting and Auditing

- Auditing Features Formula Errors
- Auditing Features Evaluate Formulas
- Using the Watch Window
- Comments in Cells and Workbooks
- Validating Cell Entries
- Protection
- Workbook Collaboration

#### Custom Sorts

- Sort a List by Value
- Sort a List by Colour
- Advanced Features
- Converting Text to Columns

#### Macros

- Explaining Macros
- Macros Security Levels
- Recording a Macro
- Running a Macro
- Assigning Macros to the QAT

#### Analytical Options

- Goal Seek
- Solver
- The Analysis Toolpak
- Scenarios

#### Data Tables

- One Input Variable
- Two Input Variable