



Microsoft Excel 2016 Advanced

- **Creating and Using Functions**
 - Round a Number
 - Create a Conditional Formula
 - Calculate a Conditional Sum
 - VLookup and HLookup
 - Perform Time Calculations
 - Perform Date Calculations
 - Using Text Functions
- **Organizing Worksheet Data**
 - Filter Duplicate Records
 - Perform Simple Sorts and Filters
 - Perform Complex Sorts
 - Using a custom list
 - Sort by Cell Color, Font Color, or Icon
 - Perform Complex Filters
 - Subtotal Sorted Data
 - Database Functions
- **Analyzing Data Using a PivotTable or PivotChart**
 - Creating a Pivot Table
 - Updating Pivot Table or Pivot Chart
 - Modify Pivot Table
 - Formatting Pivot Table
 - Creating A Pivot Chart
 - Creating Groups and Outlines
 - Converting Text to Columns
- **Sharing Workbook with Others**
 - What is Data Validation?
 - When is data validation useful?
 - Data Validation messages
 - Creating Drop-Down List
 - Working with Comments
 - Track Changes
 - Protect Your Worksheets
 - Locking or Unlocking Worksheet Cells
- **Adding Security Encryption to a Workbook**
- **Adding Password Protection to a Workbook**
- **Automating with Macro**
 - Introducing Macros
 - Setting Macro Security Options
 - Recording a Macro
 - Run a Macro
 - Saving a Workbook with Macros
 - Opening a Workbook with Macros
 - Assign a Macro to the Quick Access Toolbar
- **Useful Data Analysis Tools and Techniques**
 - Optimize result with Goal Seek
 - Using the Solver
 - Solve a Formula with a Data Table
 - Consolidate Data
 - Conditional Formatting Your Worksheet