

# COURSE OVERVIEW

**Course Name:**  
Microsoft Excel 2016:  
Advanced Formulas

**COURSE DURATION: 2 Days**

**Gauteng:**

3rd Floor 34 Whitely Road  
Melrose Arch  
Johannesburg  
2196  
Tel: 087 941 5764  
sales@impactful.co.za

**Gauteng:**

192 on Bram  
192 Bram Fischer Drive  
Ferndale, Randburg  
Johannesburg  
2160  
sales@impactful.co.za

**Cape Town:**

3rd Floor Thomas Pattullo Building  
19 Jan Smuts St  
Cape Town  
8000  
sales@impactful.co.za

## COURSE OVERVIEW

You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. Excel is capable of doing so much more. The ability to collaborate with colleagues and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips.

## COURSE OBJECTIVES

Upon successful completion of this course, you will be able to collaborate on workbooks with other users and use advanced functions.

You will

- Work with multiple worksheets and workbooks.
- Use lookup, logical, text, date and time functions
- Share and protect workbooks.
- Determine potential outcomes using data tables.

## COURSE OUTLINE

### **Lesson 1: Working with Multiple Worksheets and Workbooks**

- Topic A: Use Links and External References
- Topic B: Use 3-D References
- Topic C: Consolidate Data

### **Lesson 2: Working with Functions**

- Topic A: Work with Ranges
- Topic B: Use Specialized Functions
- Topic C: Work with Logical Functions
- Topic D: Work with Date and Time Functions
- Topic E: Work with Text Functions

### **Lesson 3: Using Lookup Functions and Formula Auditing**

- Topic A: Use Lookup Functions
- Topic B: Trace Cells
- Topic C: Watch and Evaluate Formulas

### **Lesson 4: Sharing and Protecting Workbooks**

- Topic A: Collaborate on a Workbook
- Topic B: Protect Worksheets and Workbooks

### **Lesson 5: Forecasting Data**

- Topic A: Determine Potential Outcomes Using Data Tables
- Topic B: Use the Goal Seek Feature

Appendix A: Microsoft Office Excel 2016 Exam 77-727

Appendix B: Microsoft Office Excel 2016 Expert Exam 77-728

Appendix C: Microsoft Excel 2016 Common Keyboard Shortcuts

Appendix D: Financial Functions

Appendix E: Using Array Formulas