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MICROSOFT

Microsoft Excel 2016 Level 3

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

Course Overview

This 1-day instructor-led course builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel 2016: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. The three levels of our Excel 2016 courses map to the Microsoft Office Specialist and Expert exams' objectives for Excel 2016.

Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will complete their coverage of all the objectives for both exams.

After completion of this course, students will know how to:

- Use functions to make decisions and to return information from arrays and tables.
- Find and trap errors, control formula options, and use array formulas and functions.
- Perform calculations on dates, manipulate text, and about some statistical and financial functions
- Import or create a connection to external data, and export Excel worksheets to other formats
- Perform what-if analyses by using scenarios and the Goal Seek utility and about some of the tools available in the Analysis Toolpak.
- Record and run macros and how to create a simple form.

Course Outline

Logical and Lookup Functions

- Decision-making functions
- Lookup and reference functions

Advanced Formulas

- Auditing and error-trapping
- Formula options
- Arrays

Special functions

- Date and time functions
- Text functions
- Other functions

Importing and Exporting

- The Power Pivot Data Model
- Exporting data

Analysis

- What-if analysis
- The Analysis Toolpak

Macros and Forms

- Recording macros
- Running macros
- Forms

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Starting at **\$299**

ATTENTION

For GSA pricing or Contractor quotes call
[240.667.7757](tel:240.667.7757)



Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Microsoft Excel 2016 Level 3**

- 1 days instructor-led training
- Microsoft Excel 2016 Level 3 training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*

