

PRODUCT INFORMATION

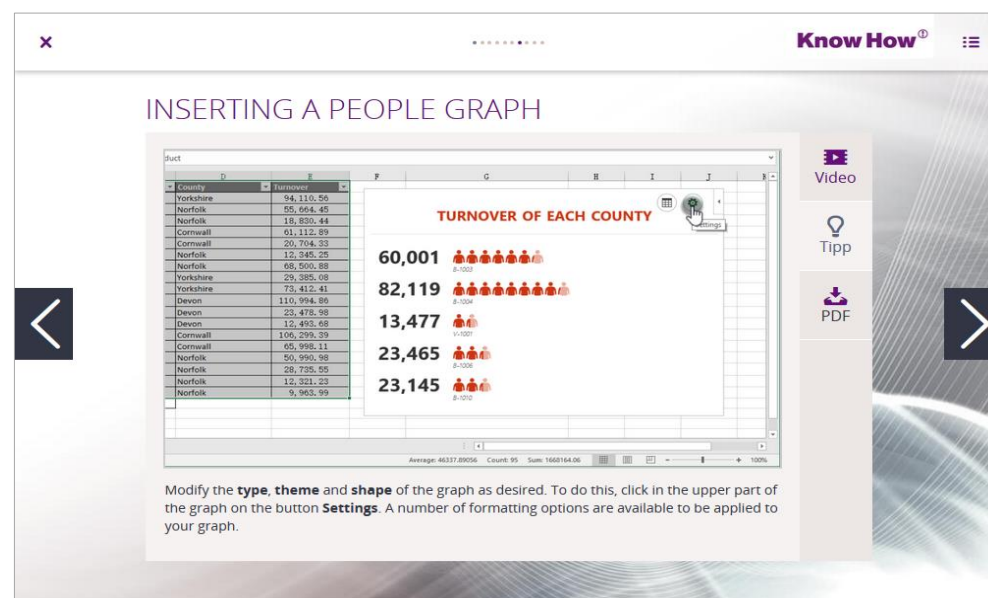
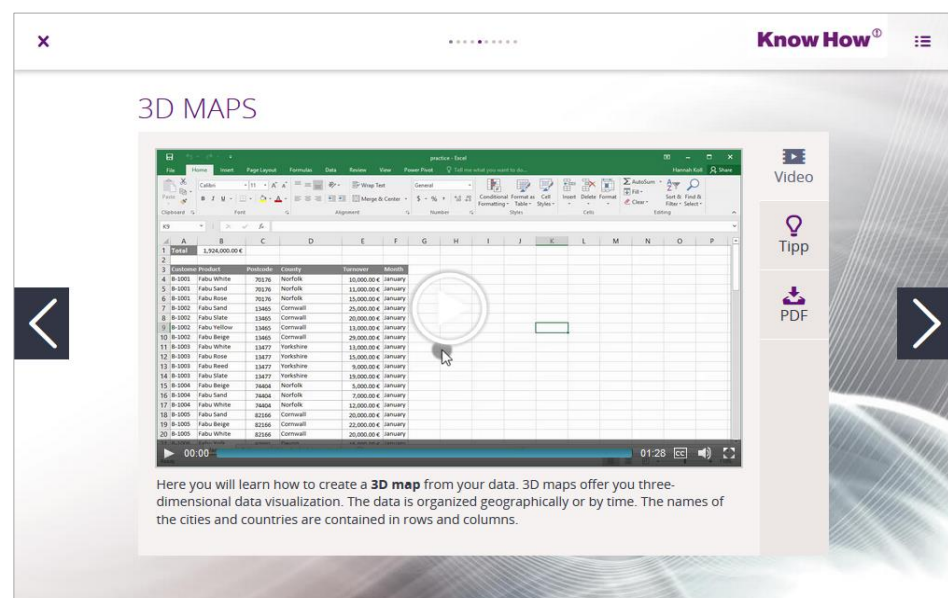
WBT EXCEL 2016 ADVANCED

WHAT DOES THIS COURSE OFFER YOU?

This course provides advanced knowledge on using Microsoft Excel 2016. Individual functions are explained on the basis of Video Nuggets and usage reinforced through exercises. Prerequisite for the course is basic knowledge in using Microsoft Office.

Learning time: 2 hours

Languages: English, German, Chinese



Summary

Chapter	Section	Nuggets	
More functions of Excel	Inserting pictures	Inserting a picture	
		Inserting a SmartArt graphic	
		Online graphics	
		3D maps	
		Inserting a Screenshot	
		Inserting a people graph	
		Changing the aspect ratio of a picture	
	Data exchange with other Office applications	Importing data	
		Exporting data	
		Importing data from Access	
		Sending a document by email	
		Excel files on Web storage locations	Brief Overview of the Excel Web App
			Checking in and out via Excel desktop app
Discard check out			
Version management			
PivotTable and PivotChart	Creating and modifying a PivotTable	Activating the PivotTable and PivotChart Wizard	
		Creating a pivot table	
		Evaluating data with the help of PivotFields	
		Rearranging the fields of a PivotTable	
		The PivotTable Tools	
		Defining the calculation function	
		Using the classic PivotTable Layout	
		Changing the PivotTable style	
		Changing data source of PivotTable	
	Creating and editing a PivotChart	Creating a PivotChart	
		Selecting and arranging PivotChart fields	
		Changing the chart style of a PivotChart	
		Changing the chart type of a PivotChart	
	Pivot: Analysis and settings	Modifying the data source of a PivotChart	
		Refreshing a PivotTable	
		Filtering a PivotTable with a slicer	
		Inserting a timeline	
		Grouping values	
		Modifying the field settings of a PivotChart	
Defining a function for subtotals			
Using report layouts			
Options Use empty lines			
Options fprs PivotTable formats			

Advanced formulas and functions	References	Using the function VLOOKUP
		VLOOKUP array
		VLOOKUP logical argument
		Using function HLOOKUP
		HLOOKUP array
		HLOOKUP logical argument
	New functions	Using the Date function
		Using the function IFNA
		Using the XOR function
		Using the ARABIC function
	Using the DAYS function	
3 Chapters	8 Sections	49 Nuggets