



Excel 2016 Level 3 Training Syllabus

Working with Tables
Insert and Delete Table Rows and Columns
Calculated Columns
Apply a Sort or Filter
Special Table Features
Table Name
Table Style Options
Using Structured References
Formulas with Structured References
Creating Sparklines
What-If Analysis
Creating Financial Functions
Financial Function Arguments
PMT, FV, NPER Functions
Using What-If Analysis Tools
Using Data Tables
Scenario Manager
Goal Seek
PivotTables and PivotCharts
Creating PivotTables
Arranging the Source Data
Remove Duplicates
Adding PivotTable Fields
Working with PivotTables
Changing Value Field Settings
Creating Calculated Fields
Show Values As
Creating PivotCharts
Filtering PivotCharts
Workbook Protection and Macros
Alternative Navigation Methods
Using Find,
Using GoTo or Name Box
Inserting Hyperlinks to Navigate
Inserting and Viewing Comments
Add Alternative Text to Objects for
Accessibility
Inspecting Your Workbook
Inspect a Workbook for Hidden Properties or
Inspect a Workbook for Accessibility and Compatibility
Workbook Protection
Protect Worksheet Structure and Workbook
Lock Cells and Hide Formulas
Mark as Final
Encrypt with Password

High Order Solutions