

Document Generated: 12/20/2025

Learning Style: On Demand

Technology: Microsoft

Difficulty: Advanced

Course Duration: 3 Hours

Excel 2016 Advanced



About this course:

This course is intended to help you master advanced features of Excel 2016. Gain valuable expertise in things like macros, PivotTables, formulas, data analyzation and more. A basic knowledge of Excel 2016 is recommended before beginning this course.

Microsoft Excel is the standard spreadsheet application for both personal and business use, so staying on top of the latest version is very important for anyone considering career advancement. Regardless of your level of understanding, you will benefit from this Microsoft Excel 2016 training course because it covers basic, intermediate and advanced competency levels.

Our Microsoft Excel 2016 training course will help arm you with the knowledge to use it more effectively whether you are using it at home or in the workplace. Understand how to manipulate data within a spreadsheet, validate and present information using the built in structure and functions of Microsoft Excel.

Course Objective:

After completing this course, students will have a working understanding of:

- Named Ranges - Part 1
- Named Ranges - Part 2
- Named Ranges - Part 3
- IF Function - Part 1
- Formula Auditing Tools
- IF Function - Part 2
- VLOOKUP Range
- VLOOKUP Range with Nested Functions
- HLOOKUP
- SUMIF
- AVERAGEIF
- Data Table
- Turning on the Developer Tab
- Recording a Macro
- Editing Macros in VBA & Recording a Second Macro
- Adding Macros to the QA Toolbar
- Adding Macro Buttons to the Worksheet

Audience:

This course is intended for:

- Anyone who has basic understanding of Excel applications, looking to gain advanced level understanding of complex Excel features and capabilities from a business productivity / analysis standpoint.

Prerequisites:

It is expected that the students have gained basic to intermediate level knowledge of Excel, either through one of our introductory courses or by applied experience within their work.

Suggested prerequisites courses:

- [Excel 2016 Beginner](#)

Course Outline:

Advanced Formulas and Functions

- Named Ranges - Part 1
- Named Ranges - Part 2
- Named Ranges - Part 3
- IF Function - Part 1
- Formula Auditing Tools
- IF Function - Part 2
- Nesting Functions
- VLOOKUP
- Autofill VLOOKUP & IFERROR
- VLOOKUP Range
- VLOOKUP Range with Nested Functions
- HLOOKUP
- SUMIF
- AVERAGEIF
- SUMIFS
- Date Functions
- Text Functions

Data Analysis and Macros

- Consolidating Data
- Consolidating Data Without Structure
- Complex Solver Tool
- Solver Tool
- Scenario Manager
- Data Table
- Turning on the Developer Tab
- Recording a Macro
- Editing Macros in VBA & Recording a Second Macro
- Adding Macros to the QA Toolbar
- Adding Macro Buttons to the Worksheet
- Conclusion