

## Excel 2016 - Expert - Advanced Formulas, Macros and External Data

The Excel 2016 - Expert - Advanced Formulas, Macros and External Data course covers topics included in the MOS Excel Expert exam 77-728. This includes Internationalizing workbooks, custom templates, data formats and copying macros. You will also get external data, use macros and form controls, evaluate formulas and use the MATCH and INDEX functions.

The estimated time to complete this course is 3 hours and 28 minutes.

### Internationalization and Accessibility

#### Languages and Accessibility

- Internationalization
- Language Options
- Adding Editing Languages
- Language Proofing Options
- Applying Currency Formats
- Applying Accounting Formats
- Applying Date Formats
- Creating Font Themes
- Checking for Accessibility

### AutoSave Versions and Custom Templates

#### AutoSave and Templates

- AutoSave
- Restoring AutoSave versions
- Restoring AutoRecover Files
- Creating New Templates
- Opening Custom Templates

### Creating Custom Formats

#### Custom Formatting

- Creating Custom Formats
- Creating Number Formats
- Creating Date Formats
- Creating Time Formats
- Creating Conditional Formats
- Creating Custom Styles
- Applying Custom Styles

### Data Sources and Queries

#### External Data and Queries


- Get External Data
- Refreshing External Data
- Importing Multiple Tables
- Creating Custom Queries
- Appending Queries
- Merging Queries
- Removing Fields
- Editing Steps
- Renaming Fields

If you require any further information please contact NYES:

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## Using Macros and Form Controls

### Macros and Form Controls

- Macros
- Customize Ribbon Settings
- Viewing Macros
- Editing Macros
- Worksheet Controls
- Inserting Controls
- Adding Text Boxes
- Modifying VBA Code
- Using Structured References
- Using Flash Fill

## Evaluating Formulas and Watch Window

### Evaluating Formulas and Watch Window

- Working with Formulas
- Evaluating Formulas
- Dependents and Precedents
- Tracing Dependents
- Tracing Precedents
- Using the Watch Window

## Using MATCH and INDEX Functions

### MATCH and INDEX Functions


- MATCH and INDEX Functions
- Entering Validation Rules
- Using MATCH Functions
- Using INDEX Functions
- Nesting Functions

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