

Excel 2016 - Expert - Advanced Functions, Tracking and Auditing

The Excel 2016 - Expert - Advanced Functions, Tracking and Auditing course covers topics included in the MOS Expert exam 77-728. This includes Tracking changes, using Logical, Informational, Time, Mathematical and Lookup Functions. You will also learn how to Consolidate workbooks, Share and Protect workbooks and use Auditing tools.

The estimated time to complete this course is 3 hours and 10 minutes.

Tracking and Merging

Tracking and Merging

- Sharing Workbooks
- Tracking Changes
- Highlighting Changes
- Modifying Shared Workbooks
- Hiding Changes in Worksheets
- Accept or Reject Changes
- Removing Workbook Tracking
- Merging Workbooks

Advanced Functions

Logical and Informational Functions

- IF Function
- OR Function
- AND Function
- Help for Error Messages
- Nested IF Functions
- IS Functions
- Nesting IF Functions
- ISERROR Function

Time and Mathematical Functions

- Using Functions
- Insert Function Box
- TODAY Function
- Displaying Dates as Numbers
- DAY Function
- MONTH Function
- YEAR Function
- COUNT Function
- COUNTA Function
- COUNTIF Function
- SUMIF Function
- AVERAGEIF Function
- ROUND Function
- Nesting Functions
- Circular References
- Iterative Calculations

Lookup Functions


- VLOOKUP Function
- Creating Lookup Tables
- Inserting Functions
- VLOOKUP Arguments
- LOOKUP Function
- Modifying Lookup Data
- HLOOKUP Function

If you require any further information please contact NYES:

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Consolidating and Auditing

Consolidating Workbooks

- Consolidating Data
- What is Consolidation?
- Selecting Destination Area
- Consolidating Workbooks
- Creating Links
- Updating Linked data
- Outlining Features

Auditing Tools

- Using Auditing Tools
- Tracing Precedents
- Tracing Dependents
- Removing Tracer Arrows
- Tracing Errors in Formulas
- Correcting Formula Errors
- Viewing Formula Locations
- Showing Formulas

Protecting and Sharing

Protecting and Shared Workbooks


- Group Editing
- Viewing User Names
- Unlocking Cells
- Protecting Worksheets
- Removing Protection
- Sharing Workbooks
- Protecting Workbooks
- Opening Protected Workbooks

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