



## MS Excel IV: Advanced Excel 2013/2016

Sub-Topic 1	Designing Efficient Workbooks
Description	Macros and Named Ranges
Sub-Topic 2	Formula Watch Window
Description	
Sub-Topic 3	Insert Function
Description	
Sub-Topic 4	Excel Database Features
Description	
Sub-Topic 5	Automatically Summarize Excel Data
Description	
Sub-Topic 6	Consolidate Data in Multiple Worksheets
Description	
Sub-Topic 7	Pivot Tables & Charts
Description	
Sub-Topic 8	VLOOKUP Function
Description	
Sub-Topic 9	Advanced Functions
Description	

### IMPORTANT COURSEWORK PREREQUISITE

Completion of, or working knowledge of curriculum as described in *MS Excel III: Intermediate Excel 2013/2016*, is required.