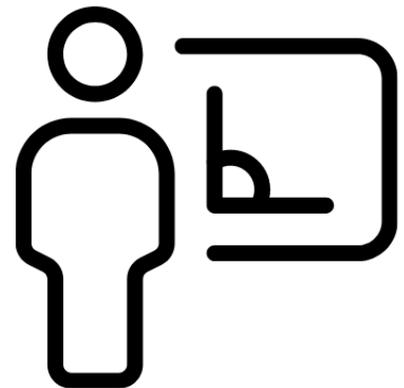


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



Productivity is being able to do things that you were never able to do before.

Franz Kafka

Module Two: Manage Workbook Options and Settings

This module looks at templates and other ways of working with multiple workbooks, like the proper way to reference data in another workbook or using structured references. We'll also look at displaying hidden Ribbon tabs. Workbook Reviews incorporate options for marking a workbook as final, protecting it with a password or restricting editing. We'll look at protecting a workbook structure and managing versions, as well as setting calculation options.

Manage Workbooks

Estimated Time for this Lesson	25 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Save a workbook as a template• Reference data in another workbook• Reference data by using structured references• Display hidden ribbon tabs

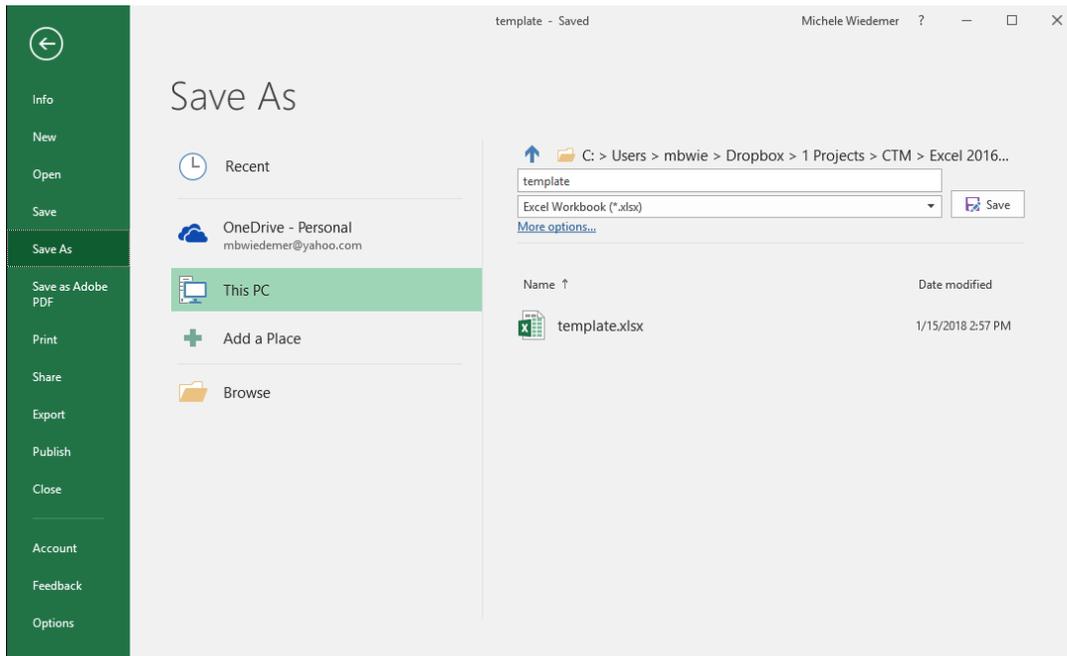
Save a Workbook as a Template

Templates are a way of pre-designing a workbook so that you can create workbook quickly without having to start from scratch.

Topic Objective	Save a workbook as template
Topic Summary	Select the File tab to open the Backstage View. Select Save As . Chose Excel Template , or xltx as the file type in the Save as Type drop down list. Save the template in the default template location to have the template available when creating new workbooks.
Materials Required	Any Workbook
Recommended Activity	Have the participants practice saving a file as a template.

Show the participants how to save the current workbook as a template.

1. Select the **File** tab from the Ribbon to open the Backstage View.
2. Select **Save As**.



3. Select **Excel Template (*.xltx)** from the **Type** drop down list.

Notice that when you make that selection, the location for the file changes to the default templates folder. Use this location to make it available for your use when creating new workbooks.

4. Give the template a new name if desired.
5. Select **Save**.

Reference Data in Another Workbook

You can create a reference to get values from another workbook.

Topic Objective	Reference data in another workbook
Topic Summary	<p>Have open both the workbook with the data you want to reference, and the workbook that will use the external reference.</p> <p>Where you want to create the reference, enter =, then click on the cell in the other workbook that you want to reference. Excel places a dotted green line around the referenced cell. Press Enter to complete the reference.</p> <p>The reference is an absolute reference with the name of the file, single quotes and brackets.</p>
Materials Required	<ul style="list-style-type: none"> • “External reference” sample file • Any other workbook

Recommended Activity

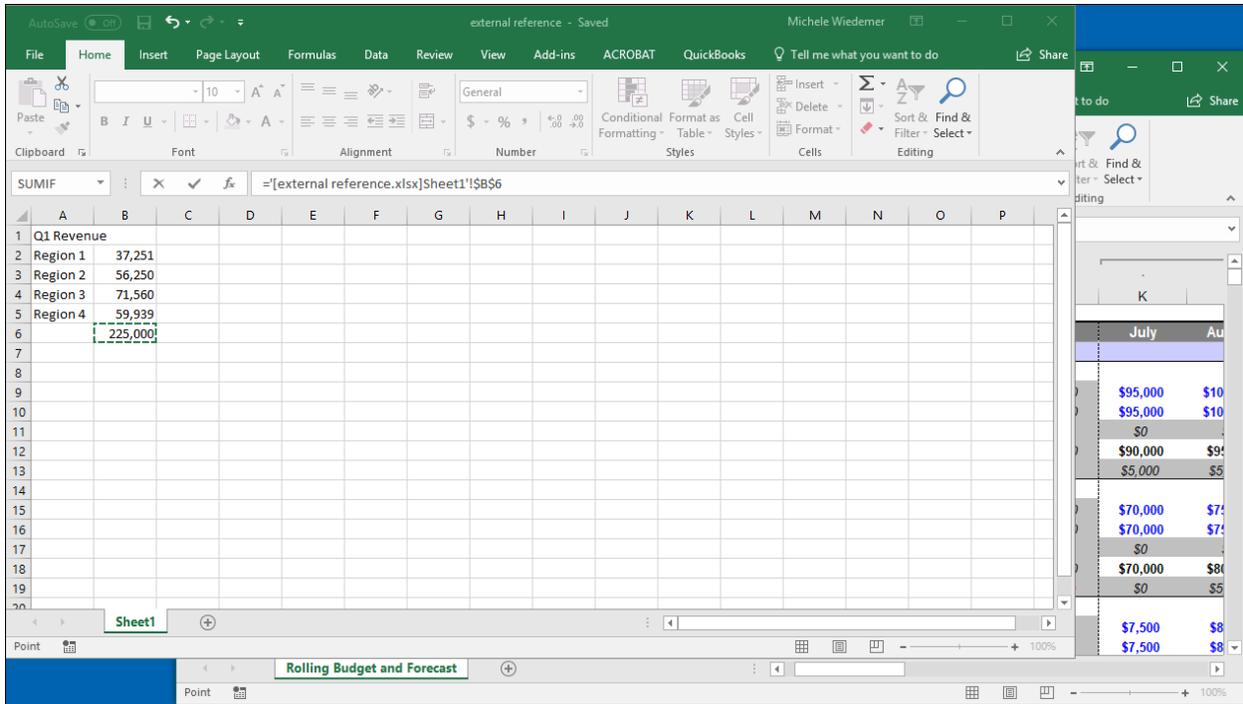
Have the participants enter an external reference.

Show the participants how to create an external reference.

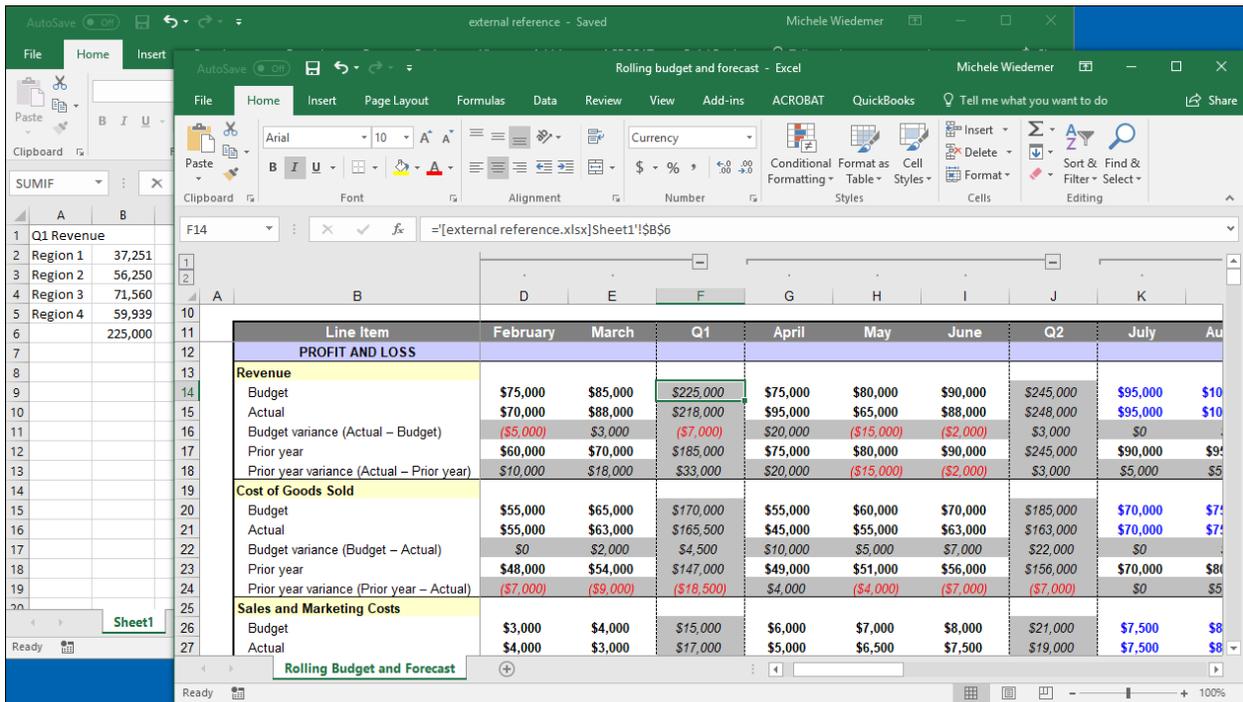
1. In the cell where you want the reference, type =.

Line Item	February	March	Q1	April	May	June	Q2	July	August
PROFIT AND LOSS									
Revenue									
Budget	\$75,000	\$85,000	=	\$75,000	\$80,000	\$90,000	\$245,000	\$95,000	\$100,000
Actual	\$70,000	\$88,000	\$218,000	\$95,000	\$65,000	\$88,000	\$248,000	\$95,000	\$100,000
Budget variance (Actual - Budget)	(\$5,000)	\$3,000	(\$7,000)	\$20,000	(\$15,000)	(\$2,000)	\$3,000	\$0	\$0
Prior year	\$60,000	\$70,000	\$185,000	\$75,000	\$80,000	\$90,000	\$245,000	\$90,000	\$95,000
Prior year variance (Actual - Prior year)	\$10,000	\$18,000	\$33,000	\$20,000	(\$15,000)	(\$2,000)	\$3,000	\$5,000	\$5,000
Cost of Goods Sold									
Budget	\$55,000	\$65,000	\$170,000	\$55,000	\$60,000	\$70,000	\$185,000	\$70,000	\$75,000
Actual	\$55,000	\$63,000	\$165,500	\$45,000	\$55,000	\$63,000	\$163,000	\$70,000	\$75,000
Budget variance (Budget - Actual)	\$0	\$2,000	\$4,500	\$10,000	\$5,000	\$7,000	\$22,000	\$0	\$0
Prior year	\$48,000	\$54,000	\$147,000	\$49,000	\$51,000	\$56,000	\$156,000	\$70,000	\$80,000
Prior year variance (Prior year - Actual)	(\$7,000)	(\$9,000)	(\$18,500)	\$4,000	(\$4,000)	(\$7,000)	(\$7,000)	\$0	\$5,000
Sales and Marketing Costs									
Budget	\$3,000	\$4,000	\$15,000	\$6,000	\$7,000	\$8,000	\$21,000	\$7,500	\$8,000
Actual	\$4,000	\$3,000	\$17,000	\$5,000	\$6,500	\$7,500	\$19,000	\$7,500	\$8,000

2. Click on the cell in other workbook that you want to reference.



3. Press Enter.



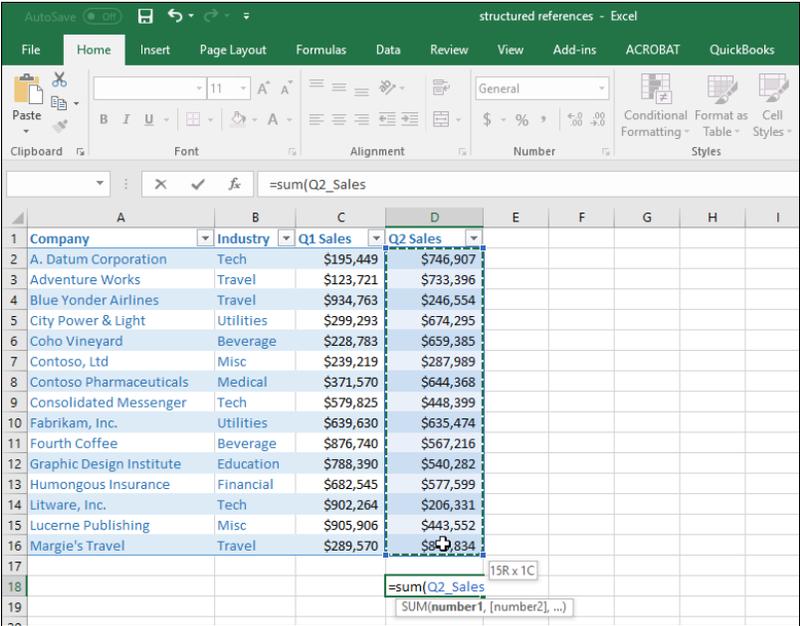
Reference Data by Using Structured References

When working with tables in Excel, you can reference table names and column names instead of explicit cell references. This is helpful in case you add or remove data from the table.

Topic Objective	Create structured references
Topic Summary	<p>When creating your formula, click on the table cells you want in the reference to use structured references, as opposed to typing the cell references in the formula.</p> <p>Structured references require the correct syntax, such as the table name, the column specifier, and the item specifier. Structured references require brackets around specifiers. All column headers are text strings and require brackets around any column headers that include special characters.</p>
Materials Required	“Structured references” sample file
Recommended Activity	Have the participants practice creating a structured reference.
Stories to Share	You can include the space character to improve readability of a structured reference.

Show the participants how to create a structured reference.

1. When creating a formula, click on a table’s cells. The table name and item specifier are used in the formula instead of the explicit cell references.



2. Enter the close parenthesis and press Enter to enter the formula.

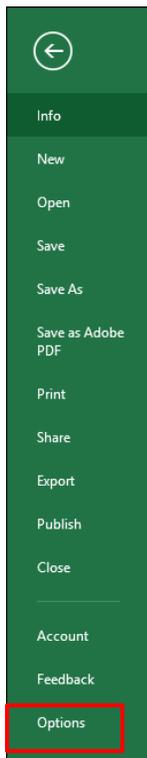
Display Hidden Ribbon Tabs

You can customize the Ribbon to display hidden tabs or hide tabs you don't need.

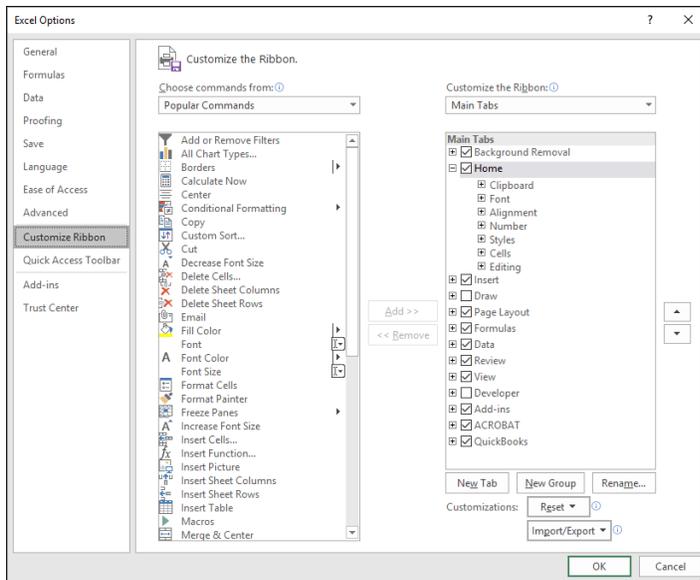
Topic Objective	Customize the Ribbon
Topic Summary	Open the Excel Options dialog box from the Options tab on the Backstage View. The Customize Ribbon tab allows you to choose from available commands in the Excel application and organize the tabs and commands available in Excel. Check the box next to the tab to display it. Uncheck the box to hide it.
Materials Required	Any Excel file
Recommended Activity	Have the participants customize the Ribbon.

Show the participants how to show the hidden Developer Ribbon tab.

1. Select the **File** tab from the Ribbon to open the Backstage View.
2. Select **Options**.



3. Select **Customize Ribbon** from the left side.



In the right column, Excel lists the tabs available in the application.

4. Check the box next to the Developer tab to show it.

You can also remove commands or rearrange them on the right column.

5. When you have finished, select **OK**.

Manage Workbook Review

Estimated Time for this Lesson	30 minutes
Topics in this Lesson	<ul style="list-style-type: none"> • Mark a workbook as final • Encrypt a workbook with a password • Protect a worksheet • Protect workbook structure • Manage workbook versions • Setting calculation options

Mark a Workbook as Final

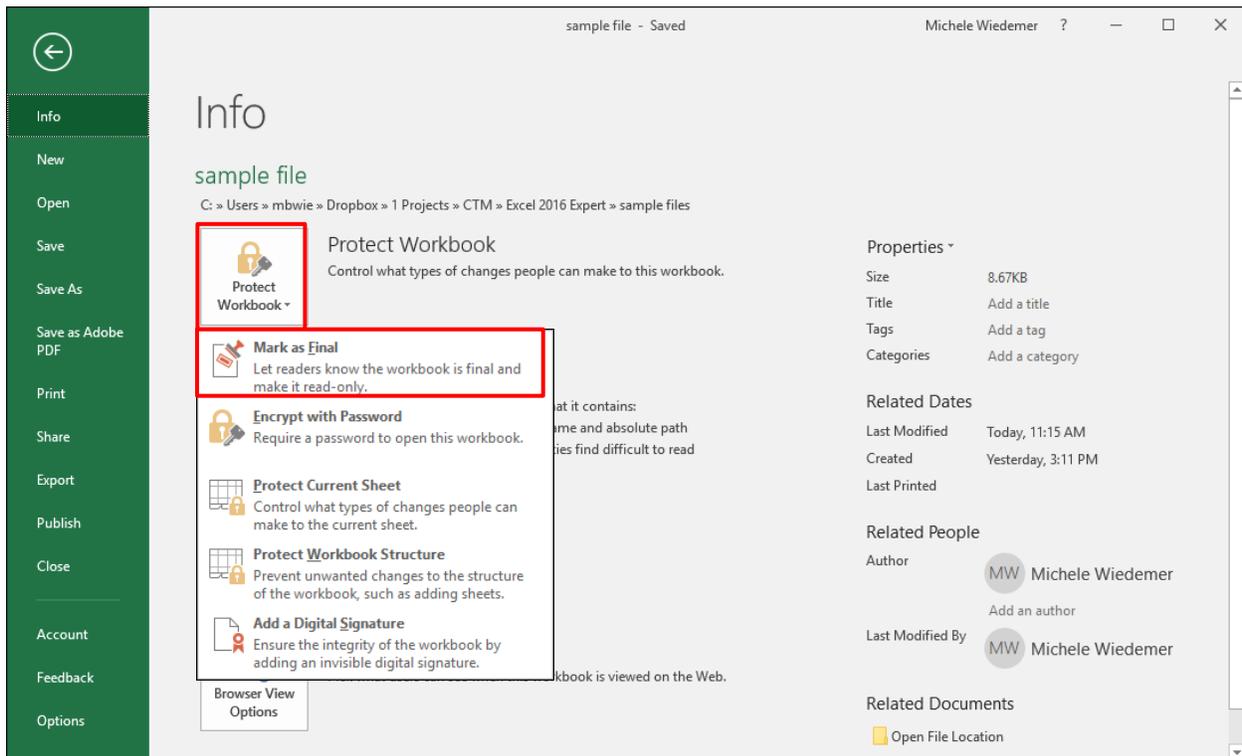
There are a few different ways to restrict editing to prevent a workbook from unauthorized changes.

Topic Objective	Mark a workbook as final
Topic Summary	On the Info tab of the Backstage view, select Mark as Final from the Protect Workbook option. You are saving a protected copy, and when the workbook is opened, a warning message indicates that the author has

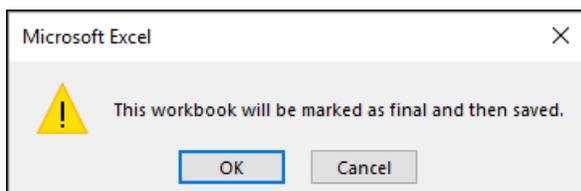
	marked the workbook as final to discourage editing. Note that data entry is not allowed and Ribbon commands are not available in a workbook marked as final.
Materials Required	Any Excel workbook
Recommended Activity	Have the participants mark the workbook as final.

Show the participants how to mark a workbook as final.

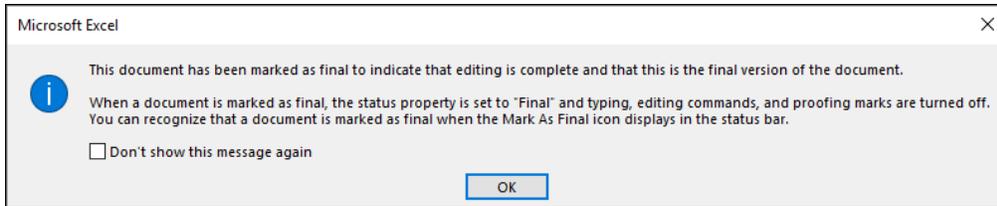
1. Select the **File** tab to open the Backstage view.
2. Select **Info** if that tab is not already displayed.
3. Select **Protect Workbook**.
4. Select **Mark as Final**.



5. Select **OK** in the confirmation window.



6. In the confirmation window, select **OK**.



When the workbook is opened, a status bar warns the user that editing is discouraged.



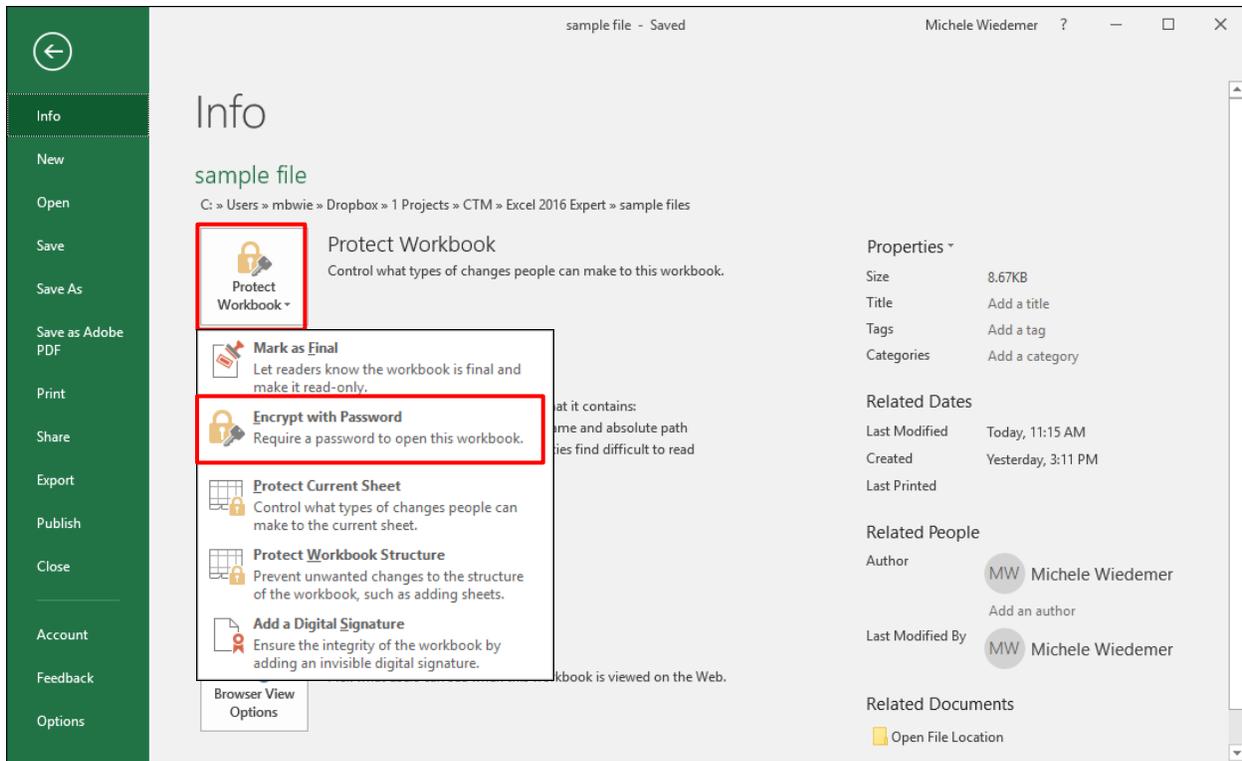
Protect a Workbook with a Password

You can require a password before a workbook can be opened.

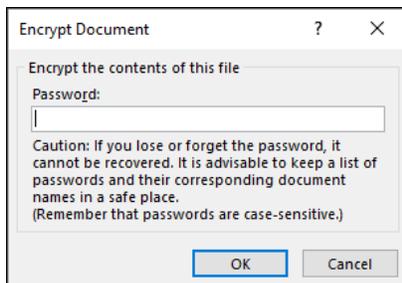
Topic Objective	Encrypt a workbook with a password
Topic Summary	<p>Select Encrypt with Password from the Protect Workbook option on the Info page of the Backstage view. Enter the password, and then enter it again to confirm.</p> <p>When anyone tries to open the saved workbook, a password prompt opens first, and the workbook only opens if the correct password is entered.</p>
Materials Required	Any Excel workbook
Recommended Activity	Have the participants password protect a workbook. Have participants save, close and reopen a password protected workbook.
Stories to Share	If you lose or forget the password, the workbook cannot be recovered, so make sure to store the password in a safe place.

Show the participants how to password protect a workbook.

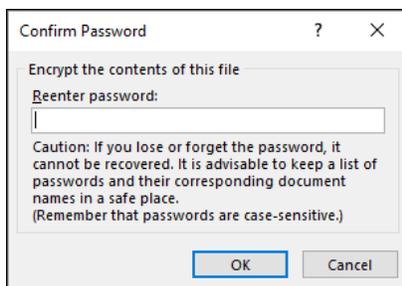
1. Select the **File** tab to open the Backstage view.
2. Select **Info** if that tab is not already displayed.
3. Select **Protect Workbook**.
4. Select **Encrypt with Password**.



5. Enter the password you want to use and select **OK**.

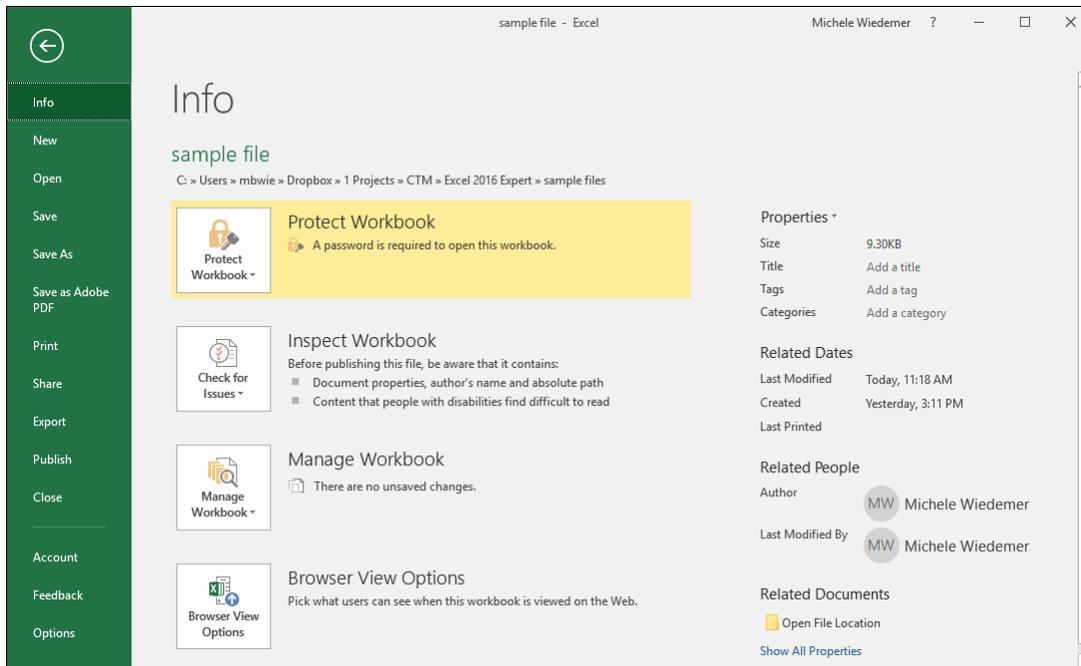


6. Reenter the password and select **OK**.



7. Save the file.

The Info tab displays the protected status.



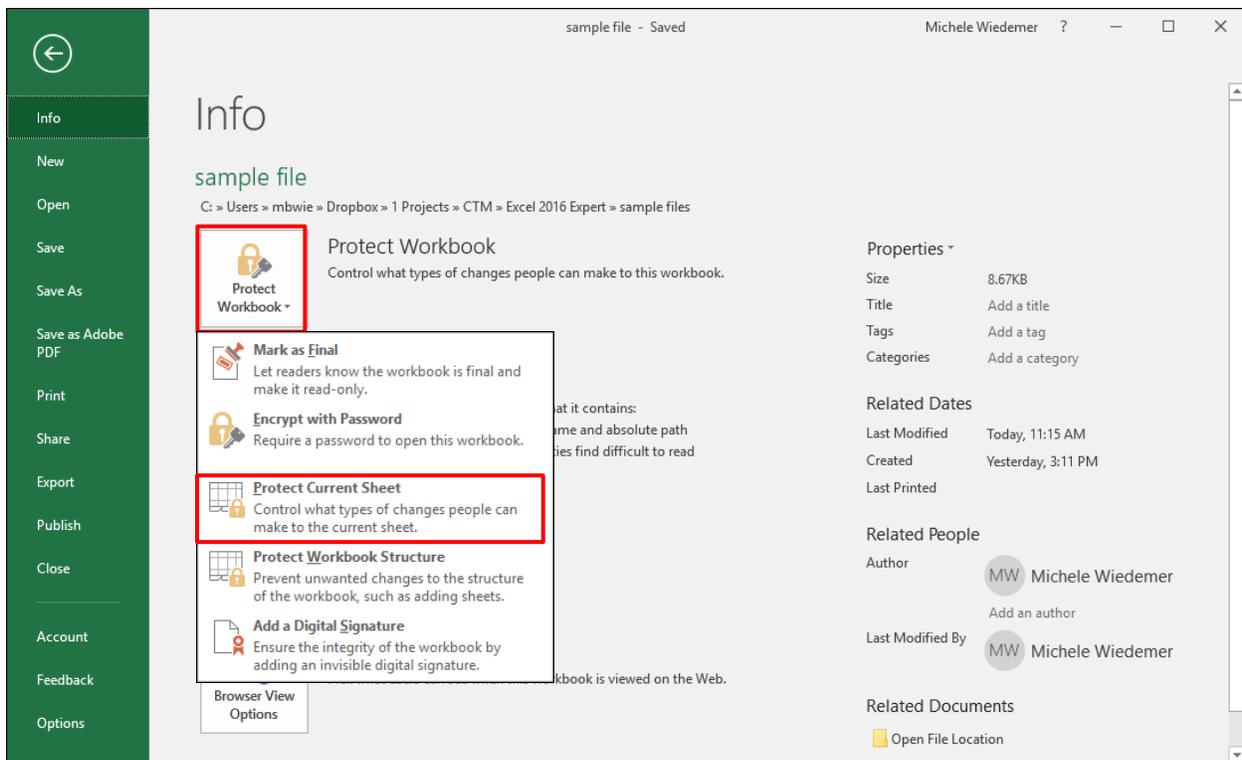
Protect a Worksheet to Restrict Editing

When you protect a current sheet, you can control the types of changes other users can make to that sheet.

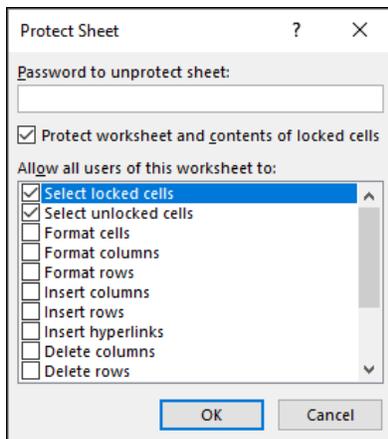
Topic Objective	Protect a worksheet
Topic Summary	On the Info page of the Backstage view, select Protect Workbook . Select Protect Current Sheet . The Protect Sheet dialog box opens to determine which activities other users can perform on the worksheet, such as selecting or formatting cells, inserting or deleting columns, rows or hyperlinks, sorting, filtering using PivotTable and PivotChart, or editing objects or scenarios.
Materials Required	Any Excel workbook
Recommended Activity	Have the participants protect the current worksheet.

Show the participants how to protect a current sheet of a workbook.

1. Select the **File** tab from the Ribbon to open the Backstage View.
2. Select **Protect Workbook**.
3. Select **Protect Current Sheet**.

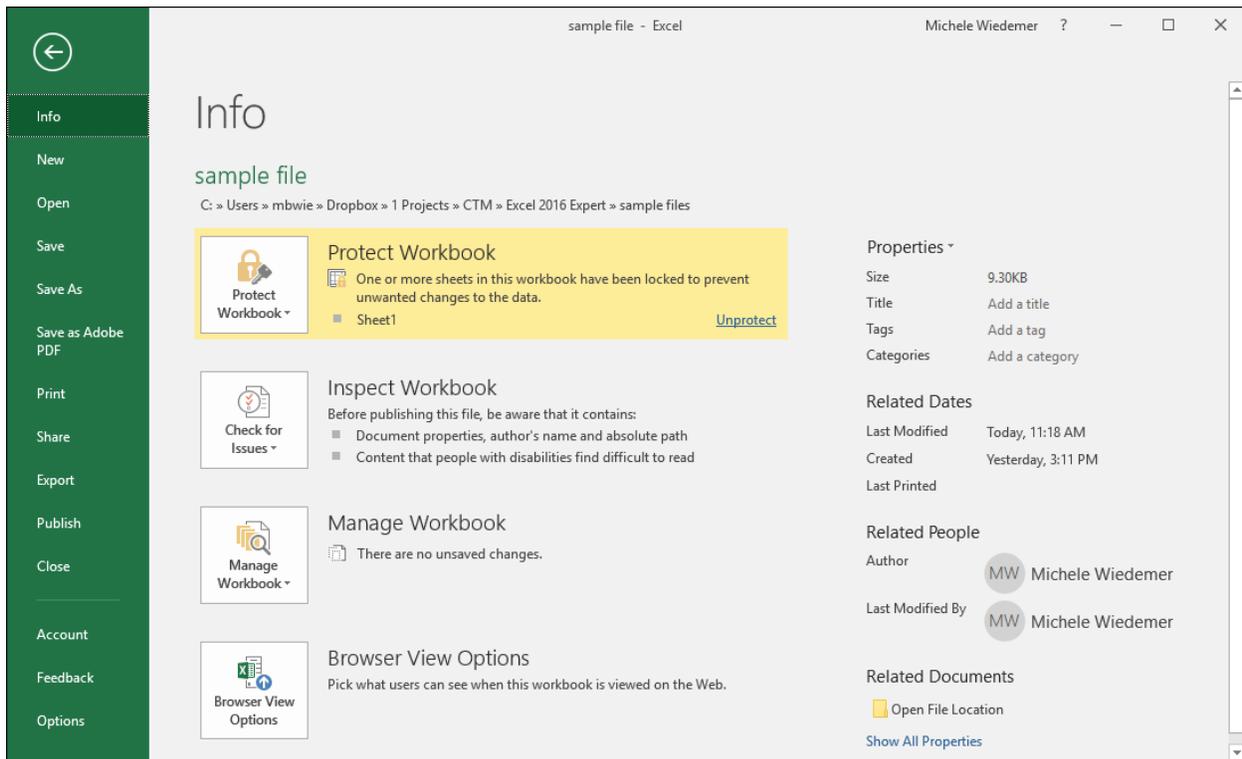


4. Excel displays the *Protect Sheet* dialog box.



5. You can enter a password if desired to prevent unprotecting the sheet.
6. Check the boxes for the actions that you want to allow other users to perform on the sheet.
7. Select **OK**.

The Info tab displays the protected status.



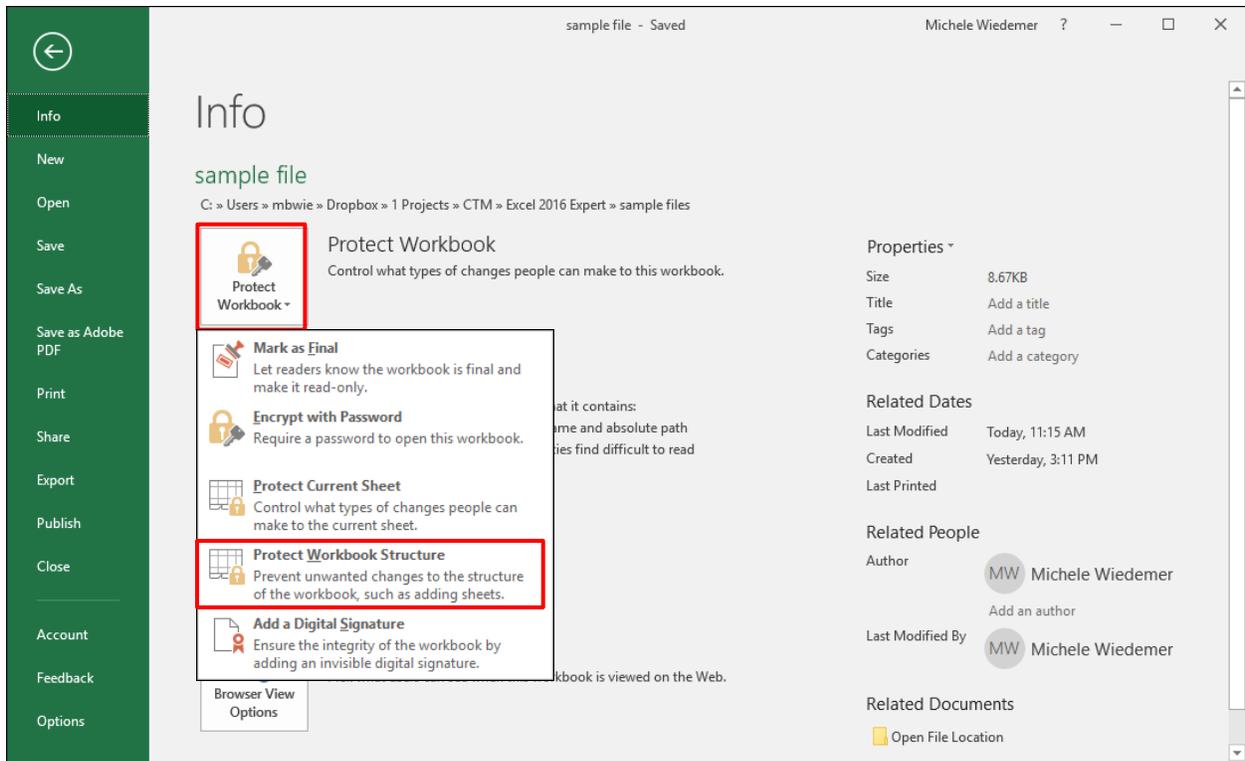
Protect Workbook Structure

Protecting the workbook structure prevents adding, removing or moving sheets within the workbook.

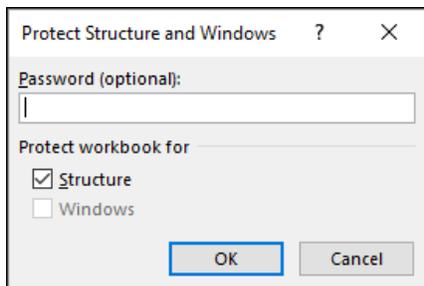
Topic Objective	Protect the workbook structure
Topic Summary	On the Info page of the Backstage view, select Protect Workbook . Select Protect Workbook Structure . The Protect Structure and Windows dialog box opens to allow you to select the structure of the workbook or the workbook windows, if applicable.
Materials Required	Any Excel workbook
Recommended Activity	Have the participants protect the workbook structure.

Show the participants how to protect a workbook structure.

1. Select the **File** tab from the Ribbon to open the Backstage View.
2. Select **Protect Workbook**.
3. Select **Protect Workbook Structure**.

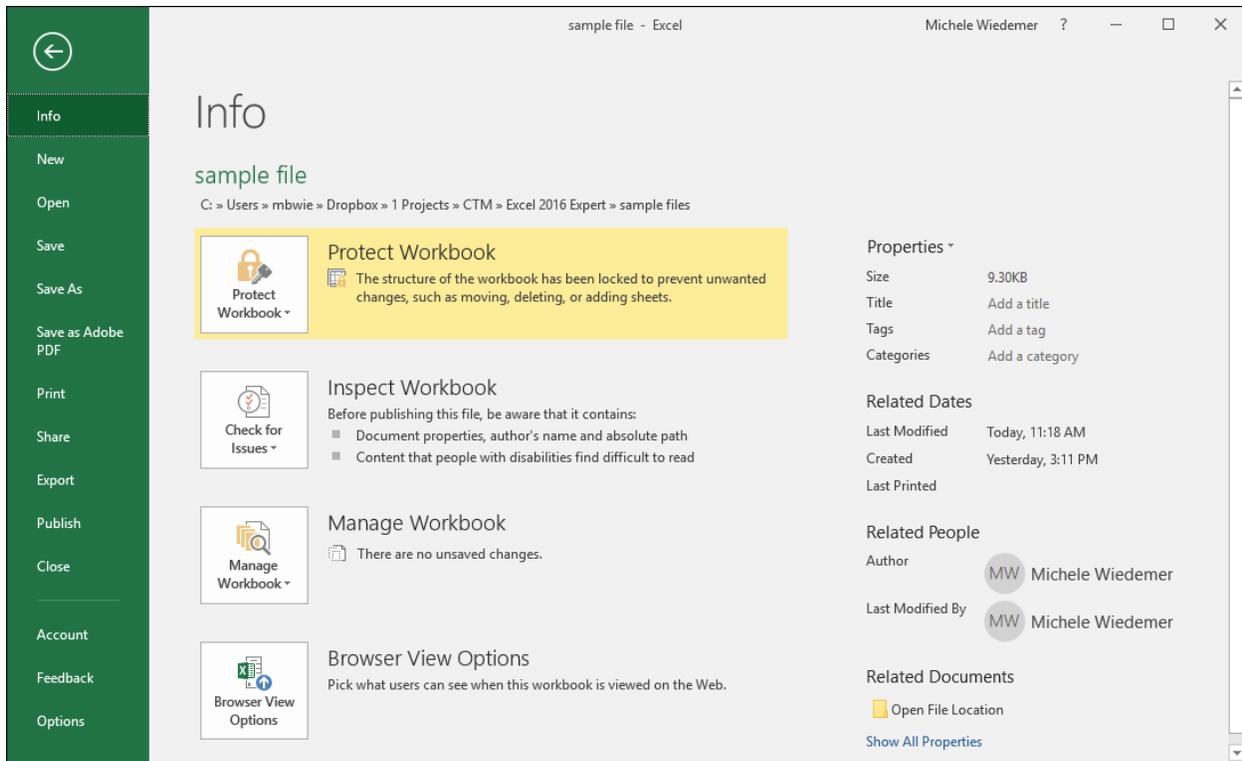


4. Excel displays the *Protect Structure and Windows* dialog box.



5. Check the boxes for the options you want to protect.
6. You can enter a password if desired to unprotect the workbook.
7. Select **OK**.

The Info tab displays the protected status.



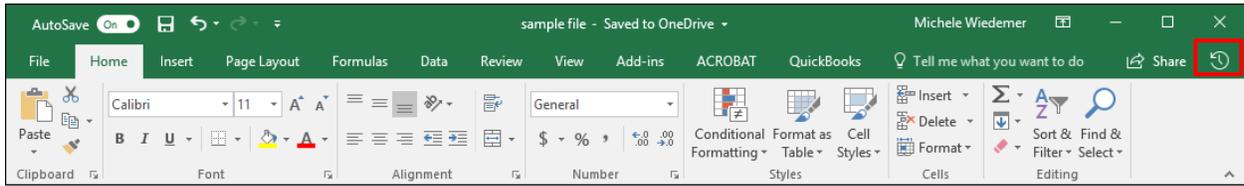
Manage Workbook Versions

If your workbook is stored in OneDrive, OneDrive for Business or Sharepoint, you can view historical versions of the workbook because these versions are saved automatically.

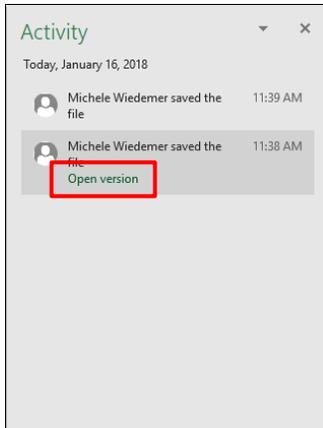
Topic Objective	View workbook versions and open a previous version
Topic Summary	Select the clock icon at the top right of the Ribbon (next to the Share icon). The Activity pane for the workbook opens at the right side of the window. You can select Open version for a different version to open a read-only copy of that version in a separate window. The message bar provides an option to compare or restore that version.
Materials Required	Any Excel workbook (saved to OneDrive)
Recommended Activity	Have the participants save a workbook to OneDrive. Have the participants make changes to the workbook, save it and close it. Have the participants reopen the workbook and review the Activity. Have the participants open a previous version.

Show the participants how to view workbook versions.

1. Select the clock icon next to **Share** in the top right of the Excel window.



1. In the **Activity** pane, select **Open version** to view a read-only copy of a previous version.



2. The previous version opens as read-only in a new window with options to Compare or Restore the version.



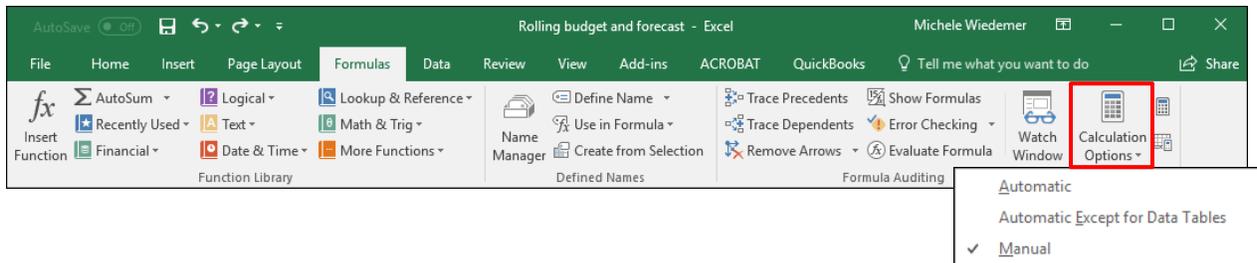
Setting Calculation Options

Large workbooks calculate more slowly than smaller ones, which can lead to errors generated by the slower response time. Prevent errors by controlling how calculation occurs in a workbook.

Topic Objective	Configure formula calculation options
Topic Summary	Select the Formulas tab from the Ribbon. Select Calculation Options . You can choose from three options. Automatic recalculates formulas on the workbook every time a change is made to a cell referenced in a formula. Automatic Except for Data Tables works the same as Automatic, but data formatted in tables is not calculated automatically. Manual means that formulas are not recalculated until you select Calculate Now on the Formulas tab.
Materials Required	“Rolling Budget and Forecast” sample file
Recommended Activity	Have the participants change the calculation to manual. Have the participants make a change in one of the values referenced in a formula (such as any value in the Q1 or Q2 columns) and point out that the formula cell is not automatically updated. Have the participants manually recalculate the workbook.

Show the participants how to set calculation options at the workbook level.

1. Select the **Formulas** tab from the Ribbon.
2. Select **Calculation Options**.



3. Select one of the calculation options.
4. If you do not use **Automatic calculation**, you can use the **Calculate Now** and **Calculate Sheet** commands in the same group on the **Formulas** tab.

Module Two: Review Questions

1. When you choose Excel Template as the file type when saving a file, using the default location makes the item available on the New page when creating a new workbook.
 - a) True
 - b) False

You can save a template anywhere, but use the default location to make it available on the New page when creating a new Workbook.

2. To show a value from a cell in another workbook, what do you type before clicking on the cell to reference?
 - a) \$
 - b) =
 - c) +
 - d) <

The equals sign signals to Excel that you are creating a formula, which in this case is just the external reference.

3. You should enter exact cell ranges when referencing table data to make sure that the formula stays up to date if column or rows are added or removed from the table.
 - a) True
 - b) False

Structured references are references to named table ranges that update accordingly if table rows or columns are added or removed.

4. How do you show the Developer tab?

Open the Excel Options dialog box, select the Customize Ribbon tab and check the Developer tab on the right-hand list.

5. Which of the following is not a true statement when marking a workbook as final?
 - a) A warning message displays when the workbook is opened.
 - b) Data entry is not allowed.
 - c) Most Ribbon commands are unavailable.
 - d) The workbook can only be opened with a password.

Marking a workbook as final does not password protect it.

6. If you lose the password selected when password protecting a workbook, you can still retrieve the workbook from your Microsoft Account.

- a) True
- b) False

Make sure to store your password in a safe place. A file that has been password-protected cannot be retrieved without the password.

7. Which option allows you to restrict editing of the workbook to specific activities like formatting?

Choose the Protect Current Sheet option and choose the activities that will be allowed from the Protect Sheet dialog box.

8. Which option allows you to prevent worksheets within a workbook from being added, moved or removed?

Choose the Protect Workbook Structure option and add a password to unprotect the workbook if desired.

9. Which file location does NOT provide the option to open previous versions of a workbook?

- a) My Documents Library
- b) OneDrive
- c) OneDrive for Business
- d) Sharepoint

OneDrive, OneDrive for Business and Sharepoint allow you to view historical versions of a workbook because files are saved automatically.

10. If you choose the manual option for Calculation options, how do you update formula calculations in your workbook?

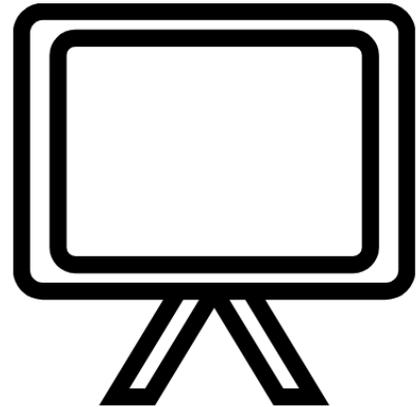
Select Calculate Now from the Formulas tab on the Ribbon.

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.



Module Two: Manage Workbook Options and Settings

This module introduces students to a Word document and the different ways of creating documents. We'll introduce the Ribbon so that students are familiar with the tool terminology. Then we'll look at ways of navigating through a document.

*A journey of a
thousand miles
must begin with
a single step.*

Lao-Tsu

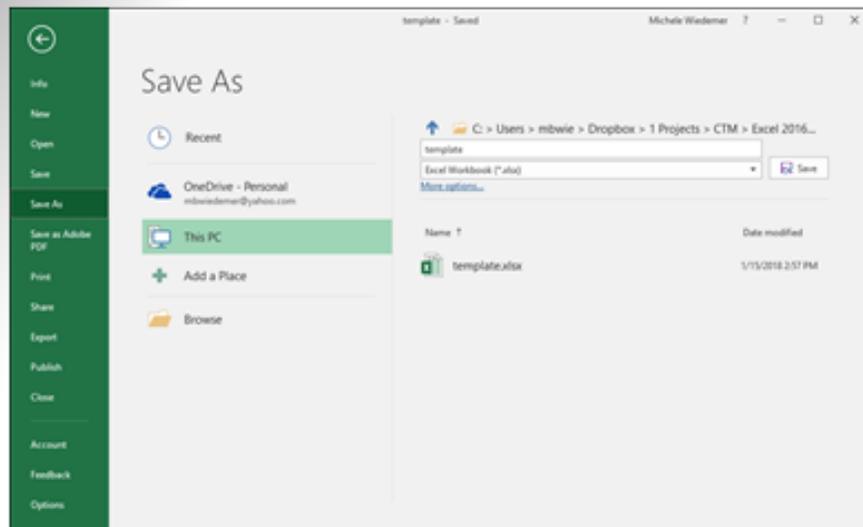


Lesson: Manage Workbooks

In this lesson, we'll introduce the following topics:

- Save a workbook as a template
- Reference data in another workbook
- Reference data by using structured references
- Display hidden ribbon tabs

Save a Workbook as a Template



Reference Data in Another Workbook

The screenshot shows an Excel spreadsheet with a 'Rolling Budget and Forecast' table. The table includes columns for February, March, Q1, April, May, June, Q2, and July. The rows are categorized into Revenue, Cost of Goods Sold, and Sales and Marketing Costs.

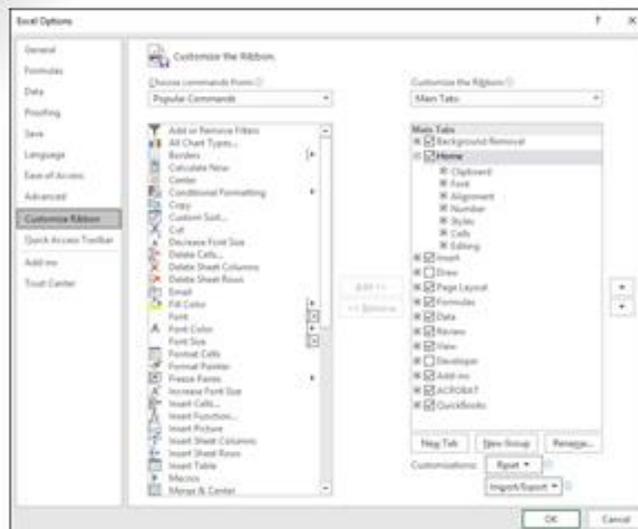
Line Item	February	March	Q1	April	May	June	Q2	July	Actual
PROFIT AND LOSS									
Revenue									
Budget	\$75,000	\$85,000	\$225,000	\$75,000	\$80,000	\$90,000	\$240,000	\$95,000	\$10
Actual	\$70,000	\$88,000	\$218,000	\$95,000	\$85,000	\$88,000	\$240,000	\$95,000	\$10
Budget variance (Actual - Budget)	(\$5,000)	\$3,000	(\$7,000)	\$20,000	(\$15,000)	(\$2,000)	\$0	\$0	\$0
Year year variance (Actual - Year year)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cost of Goods Sold									
Budget	\$55,000	\$65,000	\$170,000	\$55,000	\$60,000	\$70,000	\$180,000	\$70,000	\$17
Actual	\$55,000	\$63,000	\$168,000	\$45,000	\$55,000	\$63,000	\$168,000	\$70,000	\$17
Budget variance (Budget - Actual)	\$0	\$2,000	\$2,000	\$10,000	\$5,000	\$7,000	\$12,000	\$0	\$0
Year year variance (Year year - Actual)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sales and Marketing Costs									
Budget	\$3,000	\$4,000	\$10,000	\$4,000	\$7,000	\$8,000	\$21,000	\$7,500	\$8
Actual	\$4,000	\$3,000	\$17,000	\$5,000	\$6,500	\$7,500	\$19,000	\$7,500	\$8

Reference Data by using Structured References

The screenshot shows an Excel spreadsheet with the following data:

Company	Industry	Q1 Sales	Q2 Sales
A. DeBum Corporation	Tech	\$295,449	\$768,907
Adventure Works	Travel	\$223,723	\$793,396
Blue Yonder Airlines	Travel	\$954,763	\$246,554
City Power & Light	Utilities	\$298,293	\$674,295
Coho Vineyard	Beverage	\$228,783	\$658,385
Contoso, Ltd	Misc	\$239,219	\$287,889
Contoso Pharmaceuticals	Medical	\$371,370	\$644,368
Consolidated Messenger	Tech	\$579,825	\$448,399
Fabrikam, Inc.	Utilities	\$639,630	\$635,434
Fourth Coffee	Beverage	\$876,740	\$567,216
Graphic Design Institute	Education	\$788,390	\$540,282
Humongous Insurance	Financial	\$682,545	\$577,599
LiteWare, Inc.	Tech	\$902,264	\$206,333
Luxerna Publishing	Misc	\$905,906	\$443,552
Margie's Travel	Travel	\$289,570	\$60,834

Display Hidden Ribbon Tabs



Lesson: Manage Workbook Review

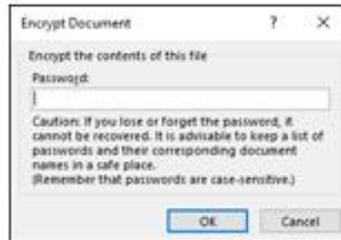
In this lesson, we'll introduce the following topics:

- Mark a workbook as final
- Encrypt a workbook with a password
- Protect a worksheet
- Protect workbook structure
- Manage workbook versions
- Setting calculation options

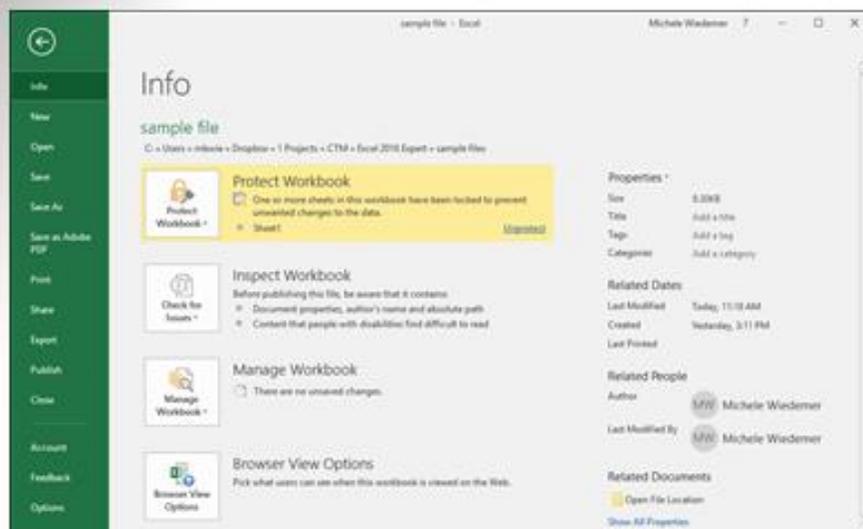
Mark a Workbook as Final



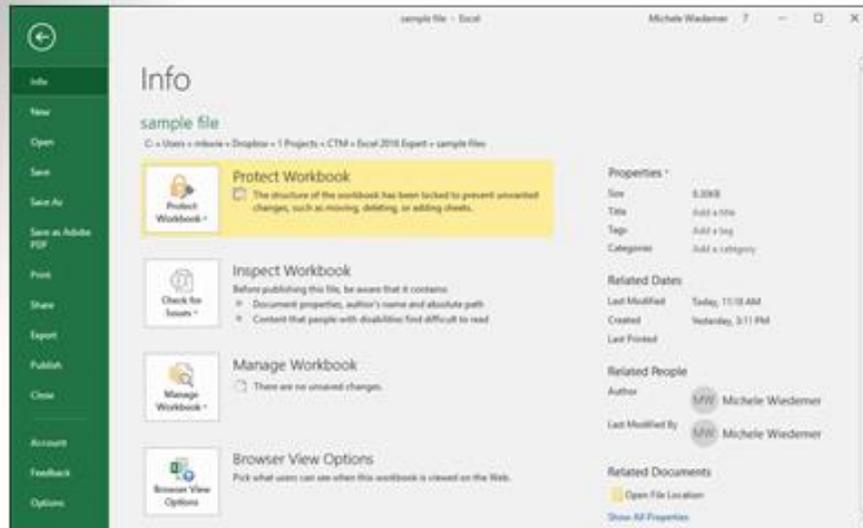
Encrypt a Workbook with a Password



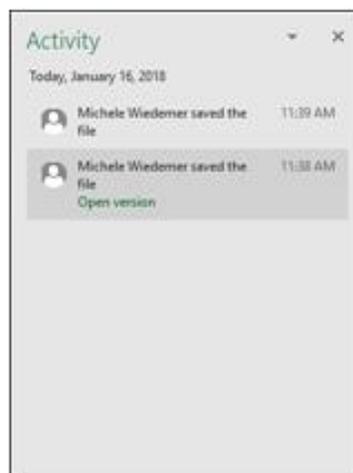
Protect a Worksheet



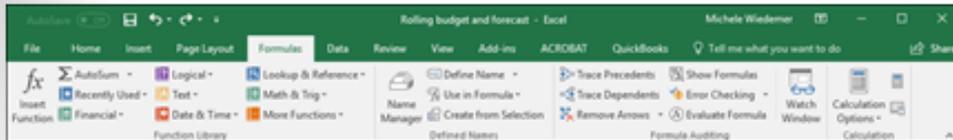
Protect Workbook Structure



Manage Workbook Versions



Setting Calculation Options



Module Two: Review Questions

1. When you choose Excel Template as the file type when saving a file, using the default location makes the item available on the New page when creating a new workbook.
 - a) True
 - b) False
2. To show a value from a cell in another workbook, what do you type before clicking on the cell to reference?
 - a) \$
 - b) =
 - c) +
 - d) <

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Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



Excel 2016 Expert

Define a Named Range

1. Highlight the cell references you want to name.
2. Select the **Formulas** tab.
3. Select **Define Name**. Select **Define Name** from the drop down list.
4. In the **New Name** dialog box, enter a **Name** for the cell reference range.
5. Select a different scope for the reference to define where the name will be available.
6. Enter a **Comment**, if desired.
7. Change the **Refers to** area, if desired.
8. Select **OK**.

Configure a Data Validation Rule

1. Select the **Data** tab from the Ribbon.
2. Select **Data Validation**.
3. Select **Data Validation** from the drop down list.
4. On the **Settings** tab of the *Data Validation* dialog box, set up the **Validation Criteria**. Use the drop down lists to help you build your criteria. In this example, we are requiring a three-digit number.
5. Select the **Input Message** tab.
6. Enter a **Title** and **Message** that the user will see when he or she selects the cell.
7. Select the **Error Alert** tab.
8. Select the **Style** of error from the drop down list. Enter a **Title** and **Error** message to display if the user enters invalid data.
9. Select **OK**.

Record a Macro

1. Select the **View** tab from the Ribbon.
2. Select **MACROS**.
3. Select **RECORD MACRO**.

The *Record Macro* dialog box is displayed.

4. Enter a **NAME** for your macro. The name cannot contain spaces.
5. Indicate a keyboard shortcut, if desired.
6. Select the location where you would like to **Store** your macro from the drop down list.
7. If desired, enter a **DESCRIPTION** of what your macro accomplishes.
8. Select **OK**.

Set Calculation Options

1. Select the **Formulas** tab from the Ribbon.
2. Select **Calculation Options**.
3. Select one of the calculation options.
4. If you do not use **Automatic calculation**, you can use the **Calculate Now** and **Calculate Sheet** commands in the same group on the **Formulas** tab.

Define Conditional Format Rule

1. Highlight the cell or cell range where you want to use conditional formatting.
2. Select the **Conditional Formatting** tool from the **Home** tab on the Ribbon.
3. Select **New Rule**.
4. In the **New Formatting Rule** dialog box, select **Type**.
5. Enter the Rule Description and type of formatting.
6. Select **OK**.

Create Dual-Axis Chart

1. Select the **Chart Tools Design** tab on the Ribbon.
2. Select **Change Chart Type**.
3. Select the **Combo** option in the **Change Chart Type** dialog box.
4. Select one of the combination options from the top.
5. Below the preview, check the **Secondary Axis** box for each data series in your chart that you want to plot on a separate axis. Select the **Chart Type** for each item.
6. Select **OK**.

Add Calculated Field to PivotTable

1. Place your cursor anywhere in the PivotTable.
2. Select the **PivotTable Tools Analyze** tab from the Ribbon.
3. Select **Fields, Items & Sets**.
4. Select **Calculated Field**.
5. In the **Insert Calculated Field** dialog box, enter a **Name** for your new field.
6. Enter the **Formula** to calculate the new field. You can highlight an item in the **Fields** list and select **Insert Field** to use an existing field as part of your formula.
7. Select **Add**.

Enter a Nested Function

1. Enter a function in a cell.
2. As one of the function's arguments, in parenthesis, enter the entire function syntax, including arguments, for the nested function.

Functions

AND – Logical function that returns TRUE if ALL arguments are true

OR – Logical function that returns TRUE if any ONE or more arguments is true

NOT – Logical function that determines if one items is NOT equal to another

SUMIFS – Math&Trig function that adds cells in a range if criteria pairs (range and criteria) are met for multiple arguments

AVERAGEIFS – Math&Trig function that averages cells in a range if criteria pairs (range and criteria) are met for multiple arguments

COUNTIFS – Math&Trig function that counts cells in a range if criteria pairs (range and criteria) are met for multiple arguments

VLOOKUP – Lookup&Reference function that returns the value in a specified column in the same row as a cell indicated in the first column

HLOOKUP – Lookup&Reference function that returns the value in a specified row in the same column as a cell indicated in the first row

MATCH – Lookup&Reference function that returns the relative position of a specified item in a range of cells

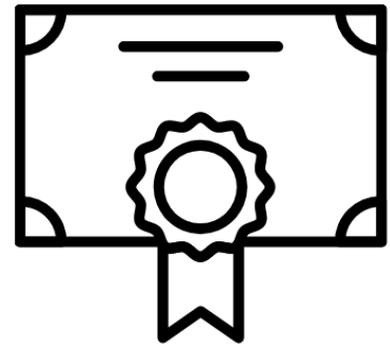
INDEX – Lookup&Reference function that returns an intersection between a specified row and column in a given range

GETPIVOTDATA – function that extracts data from a PivotTable to use in formulas and further analysis

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION
[Name]

Has mastered the course
Excel 2016 Expert

Awarded this _____ day of _____, 20____

Presenter Name and Title
