



# MICROSOFT EXCEL

Excel 2016 Advanced (EXL003)

Traditional Learning Pathway



## COURSE CONTENTS

### REVIEWING THE BASICS

- The Ribbon & QAT
- Excel options
- Keyboard shortcuts
- Printing difficult worksheets
- Export or publish to PDF

### WORKBOOK DESIGN

- Working with dynamic data
- Best practice
- Table relationships

### DATA ENTRY

- Autofill
- Data entry shortcuts
- Copy/paste technique

### DATA VALIDATION

- What is data validation?
- Types of data you can validate

### ADVANCED FORMATTING

- Custom number formats
- Styles and themes

### FORMULA REVIEW

- Fast calculations in Excel
- Inserting a formula
- Cell referencing
- Creating a function
- Nested functions

### USING NAMED OBJECTS

- Range and cell names
- Creating & managing names
- Using names in formulas
- Using names as constants

### DATA TABLES

- Format as a table
- Table styles
- Total row
- Sorting and filtering
- Removal of duplicates
- Auto-expansion
- Calculated columns
- Printing only the table
- Slice the data

### CONDITIONAL FORMATTING

- Highlight cells rules
- Top / bottom rules
- Data bars, colour scales, icon sets
- Creating rules
- Using multiple conditions
- Copying conditional formatting to other cells

### VISUALISATION

- Inserting charts
- Customising charts
- Trendlines & sparklines
- Geospatial data & maps

### EXCEL CALCULATIONS

- Text functions
- Statistical & math functions
- Financial functions
- Logical functions
- Lookup & Reference functions
- Date & Time functions

### AUDITING WORKSHEETS

- Auditing tools
- Auditing formulas

### WORKSHEETS

- Moving & copying sheets
- Grouping worksheet

### DATA CONSOLIDATION

- Introduction
- Using 3D formulas
- Using the data menu

### SUBTOTALLING TECHNIQUES

- Using subtotal & outline
- Using SUMIF
- Using tables

### PIVOT TABLES

- Creating a pivot table
- Adding fields
- Updating a pivot table
- Deleting a pivot table
- Slicers
- Pivot charts
- Building a dashboard

### OTHER EXCEL FUNCTIONS

- Using comments
- Worksheet / workbook / file protection
- Hyperlinks

### INTRODUCTION TO MACROS

- What is a macro?
- How to record a macro
- Playing back macro steps
- Viewing the VBA code
- Deleting a macro

# MICROSOFT EXCEL 2016 ADVANCED

## COURSE LENGTH

Recommended course duration is 2 days, typically 8:30am – 4:30pm each day.

## AIM

This course has been designed to allow participants to:

- gain an advanced understanding of spreadsheeting using the Microsoft Excel software
- learn data management skills including collection, validation, analysis and visualisation techniques
- become proficient with Excel formulas and functions
- acquire skills to use the software more efficiently and to become more productive in their job

## TARGET AUDIENCE

This course is an advanced level course and assumes a sound knowledge of Microsoft Excel. It is suitable for participants who:

- want to enhance their Excel skills
- want to produce complex and functional spreadsheets
- are expected to know more complex features of Excel for their job
- want to improve their productivity by learning new techniques and shortcuts

## OUTCOMES

By the end of this session you should be able to:

- apply complex formatting to worksheets
- work comfortably with large data sets in multisheet workbooks
- work with a variety of Excel functions to solve real world problems
- design worksheets to efficiently collect data
- analyse and summarise data from Excel using visual techniques
- record and run basic macros in Excel

## ABOUT US

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