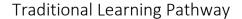


# MICROSOFT EXCEL

Excel 2016 Advanced (EXL003)





# **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

non 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**

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

Big business. Regional business. Remote business. Not for Profit Business. We're the partner you can count on. Let us solve your problem. It's what we do!

