

Microsoft Excel 2016 Intermediate

Course Description

Microsoft Excel 2016 Intermediate is part of a 3-level study program. This course aims to expand participant's knowledge and demonstrate how to create more productive workbooks. It covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like goal seeking.

Learning Outcomes

At the completion of Microsoft Excel 2016 Intermediate you should be able to:

- use the fill operations available to fill a data series
- apply a variety of page setup techniques
- apply borders to cells and ranges in a worksheet
- use common worksheet functions
- create more complex formulas and functions
- create and use defined names in a workbook
- apply a range of number formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- use goal seeking to determine the values required to reach a desired result
- understand and use Excel's Quick Analysis tools
- create and work with tables
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart

Prerequisites

Microsoft Excel 2016 Intermediate assumes the participant has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

Course Duration

The Microsoft Excel 2016 Intermediate course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

Course Contents

Fill Techniques

- Fill a series or growth series
- Creating a custom fill list
- Modify and delete a custom fill list
- Extract with Flash Fill
- Extracting Dates and Numbers

Worksheet Techniques

- Inserting and Deleting Worksheets
- Copy and Rename Worksheets
- Move and Hide Worksheets
- Hide and Unhide Worksheets
- Freezing Rows and Columns

Page Setup

- Using Built-in Margins
- Set Custom Margins
- Customising Page Layout
- Set a Print Area
- Using Page Break Preview

Applying Borders

- Apply borders to a cell or range
- Remove borders
- Drawing borders

Essential Functions

- Using IF with Text and Numbers
- Nesting IF Functions
- The CHOOSE and LOOKUP Function
- Using Counting Functions
- The TODAY, NOW, and DATE Function

Complex Functions

- Scoping a Formula
- Creating the Base Formula
- Adding More Operators
- Copying Nested Functions

Defined Names

- Understanding Defined Names
- Defining Names from Worksheet Labels
- Apply Names to Existing Formulas
- Create Names using the Name Box
- Using the Name Manager

Number Formatting Techniques

- Applying Alternate Currencies
- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- Understanding Format Codes
- Creating Descriptive Custom Formats

Conditional Formatting

- Formatting Cells containing Values
- Top Ten Items
- More Top and Bottom Formatting
- Working with Data Bars
- Working with Colour Scales
- Working with Icon Sets
- Create and Edit Sparklines

Goal Seeking

- Understanding Goal Seek
- Using Goal Seek

The Quick Analysis Tool

- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables

Worksheet Tables

- Creating a Table from scratch
- Working with Table Styles
- Insert and remove table columns
- Converting a table to a range
- Creating a Table from Data
- Insert and delete Table Records
- Remove Duplicates
- Sort and Filter Tables
- Rename, split and delete a table

Chart Object Formatting

- Select Chart Objects
- Use Shape Styles
- Change Colour schemes
- Use Shape Effects
- Explode Pie Slices
- Format Text and WordArt