



Excel 2016 © Advanced



caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

This one-day course is for Microsoft Excel © users who wish to use some of the more advanced features.

LEARNING OUTCOMES

The course will provide skills and knowledge which will allow the attendee to use the more advanced functions of Excel which includes creating PivotTables, Scenarios, Validations, Macros and much more.

Revision of Intermediate topics including:

- Screen basics
- Revision of formula basics
- Absolute addressing
- Moving arounds effectively
- Selection techniques
- Mouse shapes
- Naming ranges

Setting Excel Options

Personalising Excel
Setting the Default Font
Setting Formula Options
Understanding Save Options
Setting save options
Setting the Default File Location
Setting Advanced Options

Protecting Data

Providing Total Access to Cells
Protecting a Worksheet
Working with a Protected Worksheet
Disabling Worksheet Protection
Providing Restricted Access to Cells
Password Protecting a Workbook
Opening a Password Protected Workbook
Removing a Password from a Workbook

Grouping And Outlining

Creating an Automatic Outline
Working with an Outline
Creating a Manual Group
Grouping by Columns

Summarising and Subtotalling

Creating Subtotals.
Using a Subtotalled Worksheet
Creating Nested Subtotals
Copying Subtotals
Using Subtotals with AutoFilter
Creating relative names for Subtotals

Data Consolidation

Consolidating with Identical Layouts
Creating a linked consolidation
Consolidating with Different Layouts
Consolidating data using the SUM function

Scenarios

Creating a Default Scenario
Creating Scenarios
Using names in scenarios
Creating a Scenario Summary Report
Merging Scenarios

Advanced Filters

Using an Advanced Filter
Extracting records with Advanced Filter
Using formulas in Criteria
Understanding Database functions
Using DSUM, DMIN, DMAX, DCOUNT

Validating Data

Creating a Number Range Validation
Testing a Validation
Creating an Input Message
Creating an Error Message
Creating a Drop down list
Using formulas as validation criteria
Circling invalid data
Removing Invalid circles
Copying Validation Settings

Pivot Tables

Recommended PivotTables
Creating your own PivotTables
Defining the PivotTable structure
Filtering a PivotTable
Clearing a Report Filter
Switching PivotTable Labels
Formatting a PivotTable
Understanding Slicers
Creating Slicers
Inserting a Timeline Filter

PivotCharts

Inserting a PivotChart
Defining the PivotChart structure
Changing the PivotChart Type
Using the PivotChart filter field buttons
Moving PivotCharts to Chart Sheets

Recorded Macros

Setting Macro Security
Saving a Document as Macro Enabled
Recording a Simple Macro
Relative Cell References
Running a Macro with Relative References
Viewing and Editing a Macro
Assigning a Macro to the Toolbar
Running a Macro from the Toolbar
Assigning a Macro to the Ribbon
Assigning a Keyboard Shortcut to a Macro
Deleting a Macro
Copying a Macro

Duration: 1 day
Class size: 10 max
Times: 9am to 4pm