



Excel 2016 © Intermediate



caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

This one-day course is for existing Microsoft Excel[®] users who wish to extend their knowledge and skills beyond building simple workbooks, learning more techniques associated with creating better and more productive workbooks.

LEARNING OUTCOMES

The student will work more efficiently with workbooks and worksheets, enhance the appearance of data and worksheets, perform analysis using functions, and to use the sorting and filtering features to manage and analyse data.

Filling Data

- Understanding Filling
- How to use AutoFill
- The AutoFill options button
- Filling a normal series
- Filling a growth series
- Filling using options
- Custom Lists

Number Formatting Techniques

- Commonly used number formatting
- Using Alternate Currencies
- Formatting Dates and Time
- Calculating Elapsed time
- Creating Custom Formats

Using Formulas and Functions

- Formula Revision
- Relative and Absolute Addressing
- Entering Functions

Working with Sheets

- Inserting Worksheets
- Reordering worksheets
- Assigning Tab colours
- Moving and copying worksheets
- Grouping sheets
- Ungrouping sheets
- Entering formulas across multiple worksheets

Logical Functions

- VLOOKUP
- Naming ranges
- Using a named range
- IF Function
- Nested IF statements
- IFERROR

Go To Command

- Finding constants
- Finding formulas

Comments

- Adding comments
- Viewing comments
- Editing comments

Sorting Data

- Quick Sort
- Specifying Sort criteria
- Adding subtotals to a list

Filtering Data

- Adding a second filter
- Clearing a filter
- Other filter options

Conditional Formatting

- Applying Conditional Formatting
- Clearing conditional formats
- Highlights cell rules
- Top/Bottom rules
- Using cell references as the value
- Applying Multiple rules to a cell
- Copy Conditional Formatting
- Data Bars, colour Scale and Icon Sets

Page layout and printing

- Controlling Margins, Page Size and Orientation
- Page Breaks
- Page Backgrounds
- Headers and Footers
- Setting and clearing a print area
- Adding a second print area
- Printing titles on multiple pages
- Clearing print titles
- Scale to Fit print options
- Print gridlines and headings

Charting Techniques

- How to choose the correct chart type
- Parts of a chart
- Chart basics
- Adding chart labels
- Showing gridlines
- Formatting the plot area
- Analysis tools
- Inserting objects
- Printing charts

Duration: 1 day

Class size: 10 max

Times: 9am to 4pm

Where to from here: Excel Advanced