

Excel 2016 Advanced

COURSE OUTLINE



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.

DURATION: 1 day

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Revision Topics, including:

- Screen Basics
- Formula Basics
- Absolute Addressing
- Effective Screen Navigation
- Selection Techniques
- Naming Ranges
- Freezing Panes
- Working with Sheets
- Sorting and Filtering
- Format Painting

Setting Excel Options

Personalising Excel
Setting the Default Font
Setting Default Sheet Number
Setting Save Options
Setting the Default File Locations
Setting Advanced Options

Advanced Functions

Using COUNTIF and COUNTIFS
Using SUMIF and SUMIFS
VLOOKUP
Database Functions

Data Validations

Creating Data Validation Rules
Input Message and Error Alert
Copying Validation Settings
Creating a Drop-down List
Testing a Validation
Finding Data Validation Cells
Finding Invalid Data
Removing Invalid Data Circles

Grouping and Outlining

Creating an Auto Outline
Working with an Outline
Removing Outlining
Manual Grouping and Outlining

Summarising and Subtotalling

Creating Subtotals
Using Subtotalled Data
Creating Nested Subtotals
Copying Subtotals
Using Subtotals with Filters

Data Consolidation

Consolidating Similar Data
Creating a Linked Consolidation
Consolidating Dissimilar Data
Consolidating data using the SUM function

Complex Conditional Formatting

Rule Types
Using Formulas in Conditional Formatting
Shading Whole Lines
Highlighting Negative Values

Protecting Data

Setting Cell Protection Formats
Setting Permissions
Password Protecting a Worksheet
Working with a Protected Worksheet
Removing Worksheet Protection
Protecting Workbook Structure
Password Protecting a Workbook
Opening a Password Protected Workbook
Removing a Password from a Workbook

Complex Charting

Chart Types
Data Sorting and Charts
Creating an X-Y Scatter Chart
Creating a Secondary Axis (Combo Chart)
Trendlines
Adding Further Variables
Adding Style and Colour
Using Chart Filters

Pivot Tables

Creating PivotTables
Recommended PivotTables
Defining the PivotTable structure
Analysing PivotTable Data
Filtering and Grouping Pivot Data
Clearing a Report Filter
Adding Formatting to Figures
Creating Slicers
Inserting a Timeline Filter
Applying Pivot Table Styles

PivotCharts

Creating a PivotChart
Defining the PivotChart structure
Changing the PivotChart Type
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

