

# 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

## COURSE OUTLINE

### 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

[Click here for more information](#)

