

Excel 2016 Intermediate

COURSE OUTLINE



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.

DURATION: 1 day

COURSE OUTLINE

Working with Sheets

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

Comments and Notes

- Adding comments
- Viewing comments
- Editing comments
- Replying to Comments
- Adding Notes
- Adding pictures to Notes

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
- Flash Fill

Number Formatting Techniques

- Commonly used number formatting
- Using Alternate Currencies
- Formatting Dates and Time
- Calculating Elapsed time
- Creating Custom Formats
- TODAY() function
- NOW() function

Absolute, Relative and Mixed Addressing

- Formula Revision
- Relative and Absolute Addressing
- Mixed Referencing

Formulas across Worksheets

Formulas across multiple worksheets

Intermediate Functions

- Naming ranges
- VLOOKUP function
- Using a named range
- XLOOKUP function
- IF function
- Nested IF statements
- IFS function
- IFERROR function

Sparklines

- What are sparklines?
- Why use them?
- Creating a Sparkline

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

Sorting and Filtering Data

- Quick Sort
- Specifying Sort criteria
- Adding subtotals to a list
- Filtering data
- Adding a second filter
- Clearing a filter
- Other filter options

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

