Microsoft Excel 2016 Intermediate
Excel

About The Course

The skills and knowledge acquired in Microsoft Excel 2016 Intermediate are designed for existing users of Excel who would like to expand their knowledge and learn more of the techniques associated with creating better and more productive workbooks. It covers essential functions, logical functions, date and time functions, advanced formatting techniques, conditional formatting, using advanced charting features and more.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

• Certificate of completion

• Training manual

• 12 months FREE email support

• FREE class re-sit (if necessary)

Who Should Do This Course?

This course is intended for current Microsoft Excel 2016 users who wish to extend their knowledge and skills beyond building simple workbooks, and learn how to create more productive workbooks. Upon completion of the course, students should be able to use advanced techniques to manage manipulate and analyse complex data.

Prerequisites

Participants should have already completed the Excel 2016 Beginner Course before attending this course or have equivalent skills.

Content

Unit 1: Filling Data

• Understanding Filling
• Filling a Series
• Filling a Growth Series
• Filling a Series Backwards
• Filling Using Options
• Creating a Custom Fill List
• Modifying a Custom Fill List
• Deleting a Custom Fill List
• Extracting with Flash Fill
• More Complex Flash Fill Extractions
• Extracting Dates and Numbers

Unit 2: Formula Referencing

• Absolute Versus Relative Referencing
• Relative Formulas
• Problems with Relative Formulas
• Creating Absolute References
• Creating Mixed References

Unit 3: Defined Names

• Understanding Defined Names
• Defining Names from Worksheet Labels
• Using Names in Typed Formulas

- Applying Names to Existing Formulas
- Creating Names Using the Name Box
- Using Names to Select Ranges
- Pasting Defined Names into Formulas
- Defining Names for Constant Values
- Creating Names from a Selection
- Scoping Names to a Worksheet
- Using the Name Manager
- Documenting Defined Names

Unit 4: Essential Functions

- Key Worksheet Functions
- Using IF with Text
- Using IF with Numbers
- Nesting IF Functions
- The CHOOSE Function
- The LOOKUP Function
- Using Counting Functions
- The ROUND Function
- Rounding Up and Rounding Down
- Manipulative Functions
- The MOD Function
- The TODAY Function
- The NOW Function
- The DATE Function
- The PMT Function

Unit 5: Logical Functions

- Understanding Logical Functions
- Using IF with Text
- Using IF with Numbers
- Nesting IF Functions
- Using IFERROR
- Using TRUE and FALSE
- Using AND
- Using OR
- Using NOT

Unit 6: Date and Time Functions

- Understanding Date and Time Functions
- Using NOW
- Using HOUR and MINUTE
- Using TODAY
- Calculating Future Dates
- Using DATE
- Using Calendar Functions
- Using WEEKDAY
- Using WEEKNUM
- Using WORKDAY
- Using EOMONTH

Unit 7: Conditional Formatting

- Understanding Conditional Formatting

- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top and Bottom Formatting Options
- Working with Data Bars
- Working with Colour Scales
- Working with Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines
- Creating Custom Rules
- The Conditional Formatting Rules Manager
- Managing Rules

Unit 8: Working with a Worksheet

- Understanding Worksheets
- Changing the Worksheet View
- Worksheet Zooming
- Viewing the Formula Bar
- Viewing Worksheet Gridlines
- Viewing the Ruler
- Inserting Cells into a Worksheet
- Deleting Cells from a Worksheet
- Inserting Columns into a Worksheet
- Inserting Rows into a Worksheet
- Deleting Rows and Columns
- Working with Multiple Worksheets
- Worksheet Wisdom

Unit 9: Worksheet Techniques

- Inserting and Deleting Worksheets
- Copying a Worksheet
- Renaming a Worksheet
- Moving a Worksheet
- Hiding a Worksheet
- Unhiding a Worksheet
- Copying a Sheet to Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows and Columns
- Unhiding Rows and Columns
- Freezing Rows and Columns
- Splitting Windows

Unit 10: Finding and Replacing

- Understanding Find and Replace Operations
- Finding Text
- Finding Cell References in Formulas
- Replacing Values
- Using Replace to Change Formulas
- Replacing Within a Range
- Finding Formats
- Finding Constants Using Go to Special
- Finding Formulas Using Go to Special

The Ultimate Training Experience

- Finding the Current Region
- Finding the Last Cell

Unit 11: Importing and Exporting

- Understanding Data Importing
- Importing from an Earlier Version
- Understanding Text File Formats
- Importing Tab Delimited Text
- Importing Comma Delimited Text
- Importing Space Delimited Text
- Importing Access Data
- Working with Connected Data
- Unlinking Connections
- Exporting to Microsoft Word
- Exporting Data as Text
- Inserting a Picture
- Modifying an Inserted Picture

Unit 12: Sorting Data

- Understanding Lists
- Performing an Alphabetical Sort
- Performing a Numerical Sort
- Sorting on More Than One Column
- Sorting Numbered Lists
- Sorting by Rows

Unit 13: Filtering Data

- Understanding Filtering
- Applying and Using a Filter
- Clearing a Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

Unit 14: Creating Charts

- Understanding the Charting Process
- Choosing the Right Chart
- Using a Recommended Chart

- Creating a New Chart from Scratch
- Working with an Embedded Chart
- Resizing a Chart
- Repositioning a Chart
- Printing an Embedded Chart
- Creating a Chart Sheet
- Changing the Chart Type
- Changing the Chart Layout
- Changing the Chart Style
- Printing a Chart Sheet
- Embedding a Chart into a Worksheet
- Deleting a Chart

Unit 15: Chart Elements

- Understanding Chart Elements
- Adding a Chart Title
- Adding Axes Titles
- Repositioning the Legend
- Showing Data Labels
- Showing Gridlines
- Formatting the Chart Area
- Adding a Trend line
- Adding Error Bars
- Adding a Data Table

Unit 16: Chart Object Formatting

- Understanding Chart Formatting
- Selecting Chart Objects
- Using Shape Styles
- Changing Column Colour Schemes
- Changing the Colour of a Series
- Changing Line Chart Colours
- Using Shape Effects
- Colouring the Chart Background
- Understanding the Format Pane
- Using the Format Pane
- Exploding Pie Slices
- Changing Individual Bar Colours
- Formatting Text
- Formatting with WordArt
- Changing WordArt Fill
- Changing WordArt Effects

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au Alternatively please contact our office on 1300 888 724