



Microsoft Excel 2016 Advanced

Excel

About The Course

This course covers aspects of Microsoft Excel beyond building basic workbooks and deals with workbook automation and productivity features. Instructors teach advanced techniques in areas such as workbook and worksheet consolidation, data validation, lookup and reference functions, PivotTables, linking, Solver and macros.

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 experienced Microsoft Excel users who wish to extend their knowledge and skills beyond building and formatting simple workbooks. Upon successful completion of the course, students should be able to use Excel 2016's advanced data analysis tools and automate workbook operations.

Prerequisites

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

Content

Unit 1: Setting Excel Options

- Understanding 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

Unit 2: Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP for Exact Matches
- Using HLOOKUP
- Using INDEX
- Using Match
- Understanding Reference Functions
- Using ROW and ROWS

- Using COLUMN and COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET

Unit 3: Text Functions

- Understanding Text Functions
- Using the PROPER Function
- Using the UPPER and LOWER Functions
- Using the CONCATENATE Function
- Using the LEFT and RIGHT Functions
- Using the MID Function
- Using the LEN Function
- Using the SUBSTITUTE Function
- Using the T Function
- Using the TEXT Function
- Using the VALUE Function

Unit 4: Financial Functions

- Understanding Financial Functions
- Using PMT
- Using FV
- Using NPV
- Using PV
- Using RATE
- Using EFFECT
- Using NOMINAL

Unit 5: Information Functions

- Understanding Information Functions
- Using the CELL Function
- Using the ISBLANK Function
- Using the ISERR Function
- Using the ISODD and ISEVEN Functions
- Using the ISNUMBER and ISTEXT Functions
- Using the TYPE Function

Unit 6: Complex Formulas

- Scoping a Formula
- Long-Hand Formulas
- Preparing for Complex Formulas
- Creating the Base Formula
- Adding More Operations
- Editing a Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching to Manual Recalculation
- Pasting Values from Formulas
- Documenting Formulas

Unit 7: Goal Seeking

- Understanding Goal Seeking

- Using Goal Seek

Unit 8: Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks

Unit 9: Data Consolidation

- Understanding Data Consolidation
- Consolidating with Identical Layouts
- Creating a Linked Consolidation
- Consolidating from Different Layouts
- Consolidating Data Using the SUM Function

Unit 10: Protecting Data

- Understanding Data Protection
- 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

Unit 11: Summarising and Subtotalling

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals with AutoFilter
- Creating Relative Names for Subtotals
- Using Relative Names for Subtotals

Unit 12: Grouping and Outlining

- Understanding Grouping and Outlining
- Creating an Automatic Outline
- Working with an Outline
- Creating a Manual Group
- Grouping by Columns

Unit 13: Pivot Tables

- Understanding PivotTables
- Recommended PivotTables
- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable

- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter

Unit 14: Pivot Charts

- Inserting a PivotChart
- Defining the PivotChart Structure
- Changing the PivotChart Type
- Using the PivotChart Filter Field Buttons
- Moving Pivot Charts to Chart Sheets

Unit 15: Pivot Table Features

- Using Compound Fields
- Counting in a PivotTable
- Formatting PivotTable Values
- Working with PivotTable Grand Totals
- Working with PivotTable Subtotals
- Finding the Percentage of Total
- Finding the Difference From
- Grouping in PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting in a PivotTable

Unit 16: Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving a Document as Macro Enabled
- Recording a Simple Macro
- Running a Recorded Macro
- Relative Cell References
- Running a Macro with Relative References
- Viewing a Macro
- 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

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