

Microsoft Excel 2016 Intermediate

Eğitim Tipi: Classroom/AFA

Süre: 2 Day

Eğitim Hakkında

The goal of this course is to provide you with the knowledge required to use more advanced formulas and work with various tools to analyse data in spreadsheets, such as sorting, filtering, conditional formatting and auditing. You will also organise table data and present data as charts. You will discover how Excel spreadsheets are constructed and be given a clear path on how to create templates. The course emphasises hands-on experience, with a series of self-guided exercises integrated into the training.

Please note this course contains a taster session on PivotTables. Detailed training on this subject is covered in our Microsoft Excel 2016 / 365 Advanced course.

Target Audience

This course is aimed at end users who have taken the following QA course or have equivalent knowledge: Microsoft Excel 2016 / 365 Introduction.

This course is suitable for users of Microsoft Excel 2016 or 365 subscription editions. If you're attending at a QA location, the course will be delivered on Microsoft Excel 2016.

Önkoşullar

- Create basic spreadsheets
- Select and edit data
- Perform basic formatting
- Open, close and save files
- Create basic formulas - AutoSum
- Use Insert Function to create built-in functions
- Work with absolute references
- Use the AutoFill feature

Neler Öğreneceksiniz

- Calculate with advanced formulas
- Audit formulas using the auditing tools
- Work with Excel tables
- Organise worksheet data so that data can be sorted and filtered
- Create and modify Charts
- Create Excel templates
- Apply Conditional Formatting
- Analyse data with Recommended Pivot Tables

Eğitim İçeriği

Module 1: Calculating With Advanced Formulas

- Use Excel's Quick Analysis Tools
- Using Mixed References in Calculations
- Work with Range Names
- Calculating across Worksheets
- Exploring Excel's Function Categories
- Analysing Data Based on Criteria
- Working with Text Functions
- Calculating with Financial Functions
- Using Logical Functions
- Applying Lookup Functions

Module 2: Auditing a Worksheet

- Finding Cells
- Finding and Resolving Errors
- Using the Watch Window
- Evaluating a Formula

Module 3: Mastering Excel Tables

- Introducing Excel Tables
- Using Advanced Table Tools

Module 4: Organising Worksheet Data

- Apply Basic Sorting to a Data Range
- Advanced Sorting
- Summarise Data with Subtotals

Module 5: Charts

- Understanding Charts
- Create a Chart
- Modify and Format a Chart
- Analyse Data Using Sparklines

Module 6: Working with Templates

- Create a Hyperlink
- Adding Comments
- Work with Templates

Module 7: Analysing Selected Data

- Applying Basic Filters
- Advanced Filters
- Use Database Functions
- Use Outlines to Organise Data

Module 8: Apply Conditional Formatting

- Conditional Formatting
- Customising Conditional Formatting
- Sorting and Filtering by Colour

Module 9: An Introduction to Pivot Tables

- Understanding Pivot Tables
- Analyse Data with Recommended Pivot Tables

Module 10: Appendix - Inserting Illustrations

- SmartArt
- Insert Images into a Spreadsheet
- Insert Shapes into a Spreadsheet
- Group and Layer Graphics

Module 11: Appendix - Excel Options