

Microsoft Excel 2016 - Intermediate

General Description

Manage multiple sheet workbooks, analyse data using a variety of functions, apply conditional formatting, utilise Excel's table features, use Quick Analysis tools and enhance the structure and formatting of charts.

Learning Outcomes

- Fill a linear series, fill a growth series, create a custom fill list and extract data using Flash Fill
- Copy worksheets, group worksheets, hide rows and columns, split windows and freeze rows and columns
- Use built-in margins, set custom margins, change page orientation, set a print area and scale printouts
- Apply quick borders to cells, use the More Borders option and draw borders
- Insert a variety of functions including IF, LOOKUP, COUNT, ROUND, TODAY and PMT
- Develop nested functions, paste values from formulas and document formulas
- Define names for ranges, use names in formulas, document names and use the Name Manager
- Apply alternate currency and date formats, format calculated time and create custom data formats
- Format values with conditional formatting options including data bars, colour scales and icon sets
- Perform what-if analysis using the Goal Seek tool
- Use the Quick Analysis tool to quickly format, chart and total selected data
- Create a table from scratch and using existing data, manage table records and apply table styles
- Enhance charts with titles, data labels, error bars, trendlines, data tables and gridlines
- Format chart objects using shape styles, colour schemes, shape effects and WordArt options

Duration

One Day

Prerequisite

Basic understanding of Microsoft Excel

Topics

Filling Data

Worksheet Techniques

Page Setup

Applying Borders

Essential Functions

Complex Formulas

Defined Names

Number Formatting Techniques

Conditional Formatting

Goal Seeking

The Quick Analysis Tools

Worksheet Tables

Chart Elements

Chart Object Formatting