
XL602 - Excel 2016 Intermediate

DURATION: 2 Days; Instructor-led

WHAT YOU WILL LEARN

This course will teach students how to work with Microsoft Excel 2016, and use multiple worksheets and workbooks efficiently. It introduces advanced formatting techniques, such as applying special number formats, using workbook styles and themes, and adding backgrounds. In addition, students will learn and how to create and apply names to make the workbook more easy to be managed. They will learn how to sort and filter data, and create and format tables. Students will learn how to how to protect worksheets. Finally, students will customize the Excel environment, and create and modify custom templates.

AUDIENCE

Students who have basic skills with Microsoft Excel 2016 who want to learn intermediate-level skills or students who want to learn the topics covered in this course in the Excel 2016 interface.

PREREQUISITES

Excel 2016 Introduction or equivalent skills. Must be able to create, open, save, format and print a worksheet. Should be able to use formulas and the SUM function. The ability to copy, move and delete values and formulas is required.

The course materials, lectures, and lab exercises are in English. To benefit fully from the instruction, students need an understanding of the English language and completion of the prerequisites.

METHODOLOGY

This program will be conducted with interactive lectures, PowerPoint presentation, discussions and practical exercise

COURSE OUTLINES

Module 1 - Working with Worksheets

- Viewing, Renaming, and Color-coding Worksheets
- Editing a Group
- Manipulating Worksheets
- Creating Linked Formulas
- Inter Worksheet References
- Advanced worksheet manipulation techniques
- Advanced Comment

Module 2 – Working with Functions

- Using Absolute Cell References
- Creating and Using Absolute Named Ranges
- Creating a Relative Named Range
- Using Custom Zoom
- Using Functions
- Using Financial Functions
- Using Date Functions
- Working with Auditing and Error Checking Tools

Module 3 – Using Names

- What is Name?
- The advantages of using Names
- Name for single cell
- Name for literal value
- Name for expression
- Name for multi-cells range
- Name Scoping, ambiguity and conflict resolution
- Modify Name
- Delete Name

Module 4 – Using Table Features

- Creating a Table
- Delete Table
- Change Table Name
- Using AutoComplete
- Sorting a Table
- Filtering a Table
- Creating a Slicer
- Working with the Total Row
- Creating a Calculated Column
- Formatting a Table
- Referring to different parts of table

Module 5 – Working with Formatting and Data Validation

- Applying Conditional Formatting
- Using Data Validation
- Entry guide
- Custom Error Message
- Creating and Using Custom Formats
- Using the Quick Analysis Tool
- Using Table for Validation
- Something to know about validation

Module 6 – Working with Charts

- Creating Charts
- Changing the Chart Location and Size
- Changing the Chart Type
- Modifying Chart Elements
- Formatting Chart Elements
- Adding and Removing Data Series
- Applying a Chart Filter
- Printing Charts
- Creating and Using a Chart Template
- Creating a Sparkline

Module 7 – Protection

- Protecting Workbooks and Worksheets
- Protecting a Workbook
- Protecting a Worksheet
- Allowing Users to Edit Ranges

Module 8 – Using Styles and Templates

- Working with Cell Styles
- Merging Styles
- Using Templates
- Creating Custom Templates

Module 9 – Changes from Excel 2013

- New Chart Types
- Insert, Hierarchy Chart, Treemap
- Forecast Sheet
- Business Intelligence (BI) features
- Power Map