Microsoft Excel 2016
Advanced Course
1 Day

Overview

In this course students will automate some of the more common Excel 2016 tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets and share Excel data with other applications.

WHO SHOULD ATTEND

This course is designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyse worksheet data, incorporate multiple data sources and import and export data.

PREREQUISITE COMMENTS

You should have ideally attended our Excel Introduction and Intermediate level course or have sufficient experience and understanding of Excel, especially in creating, editing and managing workbooks.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

Formulas
- Recap on formulas
- Absolute vs relative calculations
- Linking formulas
- Formula auditing

Advanced Formulas
- Range Names
- If statements / nested if statements
- If and / if or
- VLookup and Hlookup

Text Formulas
- Upper / lower / proper
- Left / right / mid / concatenate
- Date / times

Data Formatting
- Data validation
- Conditional formatting
- Track changes

Analysing Data
- Sorting / filtering
- Subtotals

Macros
- Creating a basic macro
- Assigning macro buttons
- Using input boxes
- Editing macros using basic VBA skills

Pivot Tables
- Creating a basic pivot table
- Editing and updating
- Calculations
- Grouping / ungrouping

Collaborating With Others
- Protecting worksheets
- Protecting workbooks
- Workbook merging

Importing And Exporting
- Exporting data
- Importing data
- Paste special

Optional Additional Topics
- Goal Seeker
- Scenarios
- Solver

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