Microsoft Excel 2016 Intermediate Course 1 Day

OVERVIEW

This course is designed to take current users of Excel 2016 and provide them with the knowledge required to use more advanced formulas and to work with various tools to help analyse data in spreadsheets. This course can be tailored to include a "taster" session on Pivot Tables, for more details please see the Advanced Course.

WHO SHOULD ATTEND

This course is designed to take current users of Excel and to look at additional functions, such as more advanced formulas, data analysis, charts and database options.

PREREQUISITE COMMENTS

You should have ideally attended our Excel Introduction level course, or have sufficient experience and understanding of Excel, especially a basic understanding of formulae.

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 autosum
- Relative vs Absolute Cells
- Average, max, min, count
- Counta, countif, sumif
- Linking calculations
- Range names

Advanced Formulas
- Review of text functions
- Basic If statements
- Nested if statements
- If and / if or
- Vlookup and hlookup

Working with Worksheets
- Inserting , deleting worksheets
- Moving and copying worksheets
- Grouping worksheets
- Hiding columns & rows
- Freeze panes / spilt screens

Working with Charts
- Inserting and modifying charts
- Trendlines / Sparklines

Conditional Formatting
- Setting up
- Customising with your own rules

Formula Auditing
- Displaying formulas in worksheet
- Show precedent and dependent cells
- Finding & resolving errors

Format As A Table
- Format as a table
- Table styles
- Range names
- Sorting and filtering options
- Inserting slicers

Database Options
- Instant data analysis
- Sorting and filtering options
- Subtotals
- Pivot tables Intro

Advanced Printing Features
- Print areas / Rows to repeat

Working with other Applications
- Paste linking / paste special