

Microsoft Excel 2016 Intermediate

Duration:

One Day

Objective

This course is ideal for individuals who wish to enhance their current knowledge of Excel by understand how to use the application's more complex features. You will learn how to create, edit and format large or multiple spreadsheets. Delegates will also be able to perform calculations and functions within a workbook, manipulate data lists and create custom charts which will enable the user to maintain and present data in a professional looking format.

Contents

- Creating and managing templates
- Using multiple worksheets and workbooks
- Using multiple workbooks
- Linking worksheets with 3-D formulas
- Linking workbooks
- Managing workbooks
- Advanced formatting
- Using special number formats
- Using functions to format text
- Working with styles
- Working with themes
- Other advanced formatting
- Outlining and subtotals
- Outlining and consolidating data
- Creating subtotals
- Cell and range names
- Creating and using names
- Managing names
- Lists and tables
- Examining lists
- Sorting and filtering lists
- Advanced filtering
- Working with tables
- Web and Internet features
- Saving workbooks as Web pages
- Using hyperlinks
- Distributing workbooks
- Advanced charting
- Chart formatting options
- Combination charts
- Graphic elements
- Documenting and auditing
- Auditing features

Comments in cells and workbooks
Protection
Workgroup collaboration
Templates and settings
Application settings
Built-in templates
Creating and managing templates

Who should attend

The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Certified Application Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

Course benefits

Classroom based training which is flexible and responsive. Laptops supplied with the relevant software. Full course handbook supplied after the event.

Additional information

Before starting this course, students are recommended to either have a reasonable working knowledge of Excel OR already have attended Excel Introduction

Certificates

All delegates who successfully complete this course will receive a Certificate of Attendance.

Trainers background