



Microsoft Excel 2016 Intermediate

Course Details

Course Code: INF1616

Duration: 1 day

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Links:

- View this [course on our website](#)
- View the [course schedule](#)
- [Enquire about this course](#)

Elements of this syllabus are subject to change.

About this course

The skills and knowledge acquired in Microsoft Excel 2016 - Level 2 enable users to expand their knowledge and learn how to create more productive workbooks. It covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like goal seeking.

At Course Completion

After completing this course, students will be able to:

- use filling techniques
- use a range of techniques to work with worksheets
- apply a variety of page setup techniques
- apply borders to cells and ranges in a worksheet
- use common worksheet functions
- create more complex formulas and functions
- create and use defined names in a workbook
- apply a range of number formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- use goal seeking to determine the values required to reach a desired result
- understand and use Excel's Quick Analysis tools
- create and work with tables
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart

Prerequisites

Microsoft Excel 2016 - Level 2 assumes the learner has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

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Fill Techniques

- Creating a Custom Fill List
- Modifying a Custom Fill List
- Extracting With Flash Fill
- Deleting a Custom Fill List
- More Complex Flash Fill Extractions
- Extracting Dates and Numbers

Worksheet Techniques

- Inserting and Deleting Worksheets
- Copying a Worksheet
- Renaming a Worksheet
- Moving a Worksheet
- Hiding a Worksheet
- Unhiding a Worksheet
- Copying a Sheet to Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows and Columns
- Unhiding Rows and Columns
- Freezing Rows and Columns
- Splitting Windows

Page Setup

- Strategies for Printing Worksheets
- Understanding Page Layout
- Using Built in Margins
- Setting Custom Margins
- Changing Margins by Dragging
- Centring on a Page
- Changing Orientation
- Specifying the Paper Size
- Setting the Print Area
- Clearing the Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting a Background
- Clearing the Background
- Settings Rows as Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling to a Percentage
- Fit to a Specific Number of Pages

Applying Borders

- Understanding Borders
- Applying a Border to a Cell

- Applying a Border to a Range
- Applying a Bottom Border
- Applying Top and Bottom Borders
- Removing Borders
- The More Borders Command
- Using the More Borders Command
- Drawing Borders
- Drawing a Border Grid
- Erasing Borders
- Formatting the Drawing Pencil

Essential Functions

- Key Worksheet Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- The CHOOSE Function
- The LOOKUP Function
- Using Counting Functions
- The ROUND Function
- Rounding Up and Rounding Down
- Manipulative Functions
- The MOD Function
- The TODAY Function
- The NOW Function
- The DATE Function
- The PMT Function

Complex Formulas

- Scoping a Formula
- Long-Hand Formulas
- Preparing for Complex Formulas
- Creating the Base Formula
- Adding More Operations
- Editing a Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching to Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas

Defined Names

- Understanding Defined Names
- Defining Names From Worksheet Labels
- Using Names in Typed Formulas
- Applying Names to Existing Formulas
- Creating Names Using the Name Box
- Using Names to Select Ranges
- Pasting Defined Names Into Formulas
- Defining Names for Constant Values

- Creating Names From a Selection
- Scoping Names to a Worksheet
- Using the Name Manager
- Documenting Defined Names

Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats
- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- Understanding Format Codes
- Creating Descriptive Custom Formats
- Custom Formatting Large Numbers
- Custom Formatting for Fractions
- Padding Numbers Using Custom Formatting
- Aligning Numbers Using Custom Formats
- Customising the Display of Negative Values

Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top and Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines

Goal Seeking

- Understanding Goal Seeking
- Using Goal Seek

The Quick Analysis Tools

- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables

Worksheet Tables

- Understanding Tables

- Creating a Table From Scratch
- Working With Table Styles
- Inserting Table Columns
- Removing Table Columns
- Converting a Table to a Range
- Creating a Table From Data
- Inserting or Deleting Table Records
- Removing Duplicates
- Sorting Tables
- Filtering Tables
- Renaming a Table
- Splitting a Table
- Deleting a Table

Chart Elements

- Understanding Chart Elements
- Adding a Chart Title
- Adding Axes Titles
- Repositioning the Legend
- Showing Data Labels
- Showing Gridlines
- Formatting the Chart Area
- Adding a Trendline
- Adding Error Bars
- Adding a Data Table

Chart Object Formatting

- Understanding Chart Formatting
- Selecting Chart Objects
- Using Shape Styles
- Changing Column Colour Schemes
- Changing the Colour of a Series
- Changing Line Chart Colours
- Using Shape Effects
- Colouring the Chart Background
- Understanding the Format Pane
- Using the Format Pane
- Exploding Pie Slices
- Changing Individual Bar Colours
- Formatting Text
- Formatting With WordArt
- Changing WordArt Fill
- Changing WordArt Effects