



Microsoft Excel 2016 Advanced

Course Details

Course Code: INF1617

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 3 are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and PivotTables, macros, and much more.

At Course Completion

After completing this course, students will be able to:

- modify Excel options
- protect data in worksheets and workbooks
- import data into Excel and export data from Excel
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- create summaries in your spreadsheets using subtotals
- use the Data Consolidation feature to combine data from several workbooks into one
- create, use and modify data tables
- create and work with scenarios and the Scenario Manager
- understand and create simple PivotTables
- construct and operate PivotTables using some of the more advanced techniques
- create and edit a PivotChart
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- create and use a range of controls in a worksheet
- share workbooks with other users
- create recorded macros in Excel

Prerequisites

Microsoft Excel 2016 - Level 3 assumes some knowledge of the software as well as a general understanding of personal computers and the Windows operating system environment.

Academy IT Pty Ltd

Harmer House
Level 2, 5 Leigh Street
ADELAIDE 5000

Email: sales@academyit.com.au

Web: www.academyit.com.au

Phone: 08 7324 9800

Brian: 0400 112 083

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting the Default File Location
- Setting Advanced Options

Protecting Data

- Understanding Data Protection
- Providing Total Access to Cells
- Protecting a Worksheet
- Working With a Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access to Cells
- Password Protecting a Workbook
- Opening a Password Protected Workbook
- Removing a Password From a Workbook

Importing and Exporting

- Understanding Data Importing
- Importing From an Earlier Version
- Understanding Text File Formats
- Importing Tab Delimited Text
- Importing Comma Delimited Text
- Importing Space Delimited Text
- Importing Access Data
- Working With Connected Data
- Unlinking Connections
- Exporting to Microsoft Word
- Exporting Data as Text
- Inserting a Picture
- Modifying an Inserted Picture

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks

Grouping and Outlining

- Understanding Grouping and Outlining
- Creating an Automatic Outline
- Working With an Outline
- Creating a Manual Group
- Grouping by Columns

Summarising and Subtotalling

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Creating Relative Names for Subtotals
- Using Relative Names for Subtotals

Data Consolidation

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating a Linked Consolidation
- Consolidating From Different Layouts
- Consolidating Data Using the SUM Function

Data Tables

- Understanding Data Tables and What-If Models
- Using a Simple What-If Model
- Creating a One-Variable Table
- Using One-Variable Data Tables
- Creating a Two-Variable Data Table

Scenarios

- Understanding Scenarios
- Creating a Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating a Scenario Summary Report
- Merging Scenarios

PivotTables

- Understanding PivotTables
- Recommended PivotTables
- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter
- Challenge Exercise
- Challenge Exercise Sample

PivotTable Features

- Using Compound Fields

- Counting in a PivotTable
- Formatting PivotTable Values
- Working With PivotTable Grand Totals
- Working With PivotTable Subtotals
- Finding the Percentage of Total
- Finding the Difference From
- Grouping in PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting in a PivotTable

PivotCharts

- Inserting a PivotChart
- Defining the PivotChart Structure
- Changing the PivotChart Type
- Using the PivotChart Filter Field Buttons
- Moving PivotCharts to Chart Sheets

Advanced Filters

- Understanding Advanced Filtering
- Using an Advanced Filter
- Extracting Records With Advanced Filter
- Using Formulas in Criteria
- Understanding Database Functions
- Using Database Functions
- Using DSUM
- Using the DMIN Function
- Using the DMAX Function
- Using the DCOUNT Function

Validating Data

- Understanding Data Validation
- Creating a Number Range Validation
- Testing a Validation
- Creating an Input Message
- Creating an Error Message
- Creating a Drop Down List
- Using Formulas as Validation Criteria
- Circling Invalid Data
- Removing Invalid Circles
- Copying Validation Settings

Controls

- Understanding Types of Controls
- Understanding How Controls Work
- Preparing a Worksheet for Controls

- Adding a Combo Box Control
- Changing Control Properties
- Using the Cell Link to Display the Selection
- Adding a List Box Control
- Adding a Scroll Bar Control
- Adding a Spin Button Control
- Adding Option Button Controls
- Adding a Group Box Control
- Adding a Check Box Control
- Protecting a Worksheet With Controls

Sharing Workbooks

- Sharing Workbooks via the Network
- Sharing Workbooks via OneDrive
- Saving to OneDrive
- Sharing Workbooks
- Opening Shared Workbooks
- Enabling Tracked Changes
- Accepting or Rejecting Changes
- Disabling Tracked Changes
- Adding Worksheet Comments
- Navigating Worksheet Comments
- Editing Worksheet Comments
- Deleting Comments

Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving a Document as Macro Enabled
- Recording a Simple Macro
- Running a Recorded Macro
- Relative Cell References
- Running a Macro With Relative References
- Viewing a Macro
- Editing a Macro
- Assigning a Macro to the Toolbar
- Running a Macro From the Toolbar
- Assigning a Macro to the Ribbon
- Assigning a Keyboard Shortcut to a Macro
- Deleting a Macro
- Copying a Macro