

Microsoft Excel 2016 Intermediate

Duration: 1 Day

This course has been designed for users who already use Microsoft Excel and wish to explore the application further.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Review

- Basic formulae: +, -, *, /
- Displaying formulas
- Autosum and autofill
- Creating and formatting charts
- Exporting worksheets and charts into a document
- Freeze Panes

Functions

- Min, Max and Average
- Count, Counta, Countblank
- Countif and Sumif
- Date and text functions

Other Formulae

- % calculations
- Absolute and relative cell referencing
- Watch Window

Named Ranges

- Creating a named range
- Using a named range in a formula
- Name Range Manager
- Edit and delete named ranges
- Paste List

Conditional Formatting

- Working with Conditional Formatting

Working with Worksheets

- Renaming and inserting worksheets
- Deleting, moving and copying worksheets
- Grouping worksheets
- Creating links between worksheets and performing calculations
- Performing calculations across workbooks

Data Lists

- Sorting
- Filtering data
- Applying sub-totals
- Removing duplicates
- Working with Tables

Other Useful Tools

- Quick Analysis
- Using autosum for sub totals and grand totals
- Applying and using Auto Outline
- Inserting and deleting comments
- Sparklines
- Protecting Data
- Flashfill