

# 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
- Flashfill

## Other

- Quick Analysis
- Setting freeze panes
- Using word wrap
- Changing text direction
- Using autosum for sub totals and grand totals
- Applying and using Auto Outline
- Inserting and deleting comments
- Sparklines

## Data Lists

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

## 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

## Functions

- Min, Max and Average
- Count, Counta, Countblank
- Basic If, Countif and Sumif
- Watch Window

## Other Formulae

- % calculations
- Absolute and relative cell referencing

## Named Ranges

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