



Microsoft Excel 2016

Advanced (Level 3)

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:

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.

What You Will Learn:

- 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

Target Audience:

This course is designed for users who need to use some of the more advanced features of Microsoft Excel 2016.

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Course Content

The course covers:

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
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise

Challenge Exercise Sample

Data Linking

Understanding Data Linking
Linking Between Worksheets
Linking Between Workbooks
Updating Links Between Workbooks
Challenge Exercise
Challenge Exercise Sample

Grouping and Outlining

Understanding Grouping and Outlining
Creating an Automatic Outline
Working With an Outline
Creating a Manual Group
Grouping by Columns
Challenge Exercise
Challenge Exercise Sample

Summarising and Subtotaling

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
Challenge Exercise
Challenge Exercise Sample

Data Consolidation

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

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
Challenge Exercise
Challenge Exercise Sample

Scenarios

Understanding Scenarios
Creating a Default Scenario
Creating Scenarios
Using Names in Scenarios
Displaying Scenarios
Creating a Scenario Summary Report
Merging Scenarios
Challenge Exercise
Challenge Exercise Sample

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

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Sorting in a PivotTable
 Challenge Exercise
 Challenge Exercise Sample

PivotCharts

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

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
 Challenge Exercise
 Challenge Exercise Sample

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
 Challenge Exercise
 Challenge Exercise Sample

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
 Challenge Exercise
 Challenge Exercise Sample

Sharing Workbooks

Sharing Workbooks via the Network
 Sharing Workbooks via OneDrive
 Saving to OneDrive

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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
 Challenge Exercise
 Challenge Exercise Sample

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
 Challenge Exercise



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What You Take Away:	At the completion of the course, you get to take away the extensive coursebook for future reference.
What You Need To Know:	This course assumes a good understanding of spreadsheets using Microsoft Excel 2016 and how to create, print and chart workbooks. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment
Measure of Success:	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
Certificate:	Upon successful completion of the workshop, you will be issued with an official course certificate
Which Course Next?:	Microsoft Excel 2016 Visual Basic for Applications.
Dates & Times:	Please refer to separate workshop schedule.
Course Policies Warranty:	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course