



## Microsoft Excel 2016

Intermediate (Level 2)

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 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.

### What You Will Learn:

- use the fill operations available to fill a data series
- 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

### Target Audience:

Microsoft Excel 2016 Level 2 is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks



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### Course Content

The course covers:

#### Filling Data

- Understanding Filling
- Filling a Series
- Filling a Growth Series
- Filling a Series Backwards
- Filling Using Options
- Creating a Custom Fill List
- Modifying a Custom Fill List
- Deleting a Custom Fill List
- Extracting With Flash Fill
- More Complex Flash Fill
- Extractions
- Extracting Dates and Numbers
- Challenge Exercise
- Challenge Exercise Data

#### 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
- Challenge Exercise
- Challenge Exercise Sample

#### 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
- Challenge Exercise
- Challenge Exercise Sample

#### 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
- Challenge Exercise
- Challenge Exercise Sample

#### 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
- Challenge Exercise
- Challenge Exercise Sample

#### 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
- Challenge Exercise
- Challenge Exercise Sample

#### 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
- Challenge Exercise
- Challenge Exercise Sample

#### Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats
- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- Understanding Format Codes



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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  
Challenge Exercise  
Challenge Exercise Sample

### 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  
Challenge Exercise  
Challenge Exercise Sample

### Goal Seeking

Understanding Goal Seeking  
Using Goal Seek  
Challenge Exercise  
Challenge Exercise Sample

### The Quick Analysis Tools

Understanding Quick Analysis  
Quick Formatting  
Quick Charting  
Quick Totals  
Quick Sparklines  
Quick Tables  
Challenge Exercise  
Challenge Exercise Sample

### 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  
Challenge Exercise  
Challenge Exercise Workspace

### 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  
Challenge Exercise  
Challenge Exercise Sample

### 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  
Challenge Exercise  
Challenge Exercise Sample



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<b>What You Take Away:</b>	At the completion of the course, you get to take away the extensive coursebook for future reference.
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<b>What You Need To Know:</b>	Microsoft Excel 2013 Level 2 assumes the learner has the skills and knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and the copying process is important. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment
<b>Measure of Success:</b>	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.
<b>Certificate:</b>	Upon successful completion of the workshop, you will be issued with an official course certificate
<b>Which Course Next?:</b>	Microsoft Excel 2013 Advanced (Level 3).
<b>Dates &amp; Times:</b>	Please refer to separate workshop schedule.
<b>Course Policies Warranty:</b>	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course