

Microsoft Excel 2016 - Advanced

- Course Code:** ASKEA6
- Course Duration:** 2 days (16 hours), 9:00am - 5:00pm
- Course Fee:** \$353.10 (Inc. GST) per participant, SDF grant entitled.
- Course Date:** Refer to <http://asktraining.com.sg/calendar>

Course Outline:

Advanced Functions and Formulas

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Cell and Range Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Financial Functions (PMT & FV)
- Using Logical Functions (IF, Nested IFs, AND & OR)
- Using Lookup & Reference Functions (VLOOKUP, HLOOKUP, INDEX & MATCH)
- Using Text Functions (CONCATENATE, UPPER, LOWER, PROPER, LEFT, RIGHT & MID)
- Using Date and Time Functions (TODAY, NOW & DATEDIF)

Working with Data Ranges

- Creating a Custom AutoFill List
- Applying Conditional Formatting
- Creating and Managing Conditional Formatting Rules
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter
- Using Data Validation

Organizing and Analyzing Data

- Creating Scenarios
- Creating a Scenario Summary Report
- Working with Data Tables
- Using Goal Seek
- Using Solver
- Using Flash Fill
- Using Text to Columns
- Grouping and Outlining Data

- Using Subtotal
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas
- Sharing Workbooks
- Tracking Changes
- Comparing and Merging Workbooks

Working with PivotTables

- Creating a PivotTable
- Specifying PivotTable Data
- Using Multiple PivotTable Fields
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Updating a PivotTable
- Formatting a PivotTable
- Creating a PivotChart
- Using Slicers
- Sharing Slicers Between PivotTables

Working with the Web and External Data

- Inserting a Hyperlink
- Importing Data from a Text File and an Access Database
- Importing Data from Web
- Working with Existing Data Connections

Working with Macros

- Recording a Macro
- Playing and Deleting a Macro
- Adding a Macro to the Quick Access Toolbar