

Microsoft Excel 2016 - Intermediate

Course Code: ASKEL6

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:

Essential Excel Fundamental

- What's New in Excel 2016
- Understanding the Excel Program Screen
- Customizing the Quick Access Toolbar
- Changing Excel's Default Options
- Applying Conditional Formatting
- Creating and Managing Conditional Formatting Rules
- Use of Paste Options and Paste Special Commands
- Entering Content Automatically (AutoFill)

Introduction to Functions and Formulas

- Overview of Formulas and Cell References
- Entering Formulas
- Formulas with Multiple Operators
- Inserting and Editing a Function
- Defining Names
- Using and Managing Defined Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Logical Functions (IF)
- Using COUNTIF(), SUMIF() and COUNTIF() Functions
- Using Lookup Functions (VLOOKUP & HLOOKUP)

Managing Workbooks and Protections

- Splitting and Freezing a Window
- Working with Multiple Workbook Windows
- Protecting a Workbook
- Protecting Worksheets and Worksheet Elements

Working with Data Ranges

- Creating a Custom AutoFill List
- Creating a Custom Number Format
- Sorting by Multiple Columns
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter

Working with Tables

- Creating a Table
- Adding and Removing Data
- Working with the Total Row
- Sorting a Table
- Filtering a Table
- Removing Duplicate Rows of Data
- Slicers
- Formatting the Table
- Summarizing a Table with a PivotTable
- Converting to a Range

Creating and Working with Charts

- Choosing and Selecting the Source Data
- Choosing the Right Chart
- Editing, Adding, and Removing Chart Data
- Changing Chart Data
- Changing Chart Layout and Style
- Working with Chart Labels
- Changing the Chart Gridlines
- Changing the Scale
- Emphasizing Data
- Using Chart Templates
- Changing Chart Type
- Using Sparklines