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 Dates: Refer to http://asktraining.com.sg/calendar

**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() and SUMIF() 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

**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