

## [MSEXC16E]: Microsoft Excel 2016 Expert

Length	: 3 Days
Audience(s)	: Mix from various companies, industries and departments
Level	: Supervisory
Technology	: Microsoft Operating System and Microsoft Office 2016
Delivery Method	: Instructor-led (Classroom)

### Course Overview

This is an advanced course which will prepare the participants to use advanced spreadsheet features and functionality.

### Audience Profile

Information workers using Excel in daily work processes. Basic experience with Excel including creating workbooks, navigating worksheets, columns and rows and using basic functions such as SUM, AVERAGE will be expected from the audience.

### At Course Completion

Participants will have the knowledge and application skills in using a spreadsheet application at an advanced level. The skills include maintaining complex spreadsheets, using complicated functions of various types, and using auditing techniques to check for errors.

### Pre-Requisites

Participants already with Excel basic proficiency.

### Course Outline

#### Module 1: Advanced Formatting

##### Lessons

- Conditional Formatting
  - Apply Conditional Formatting Rule
  - Conditional Formatting Presets
  - Managing Rules
  - Removing Conditional Formatting
  - Custom Conditional Formatting using a Formula
- Using Custom Cell Formats
  - Creating and Applying Custom Number Formats
  - Creating and Applying Custom Date Formats
- Internationalization
  - Using International Currency and Number Formats
- User Defined Styles
  - Apply Cell Style

#### AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 068897

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)

- Create New Cell Style
- Remove Cell Style from Cell
- Delete Predefined or Custom Cell Style
- Custom Color Formats
- Custom Themes
- +Body and +Heading Fonts

## Module 2: Advanced Functions and Formulas

- Named Ranges
  - Define Named Ranges
  - Naming Tables
  - Modifying and Deleting Named Ranges
- What are Functions?
  - Using the Correct Syntax for Functions
  - The Parts of a Function
  - The Function Library
  - Inserting Functions
- Using Lookup Functions
  - CHOOSE Function
  - INDEX Function
  - LOOKUP Function
  - MATCH Function
  - HLOOKUP and VLOOKUP Functions
- Date and Time Functions
- Checking for Formula Errors
  - Using the Error Checking Tool
  - Tracing Formula Errors
    - Trace Formula Precedents
    - Trace Formula Dependents
    - Remove the Arrows
  - Evaluate Formulas
  - Manually Checking and Displaying Formulas
- Data Validation
  - Restrict Text Length
  - Restrict Whole Numbers
  - Restrict Decimals
  - Restrict to Date entry
  - Restrict to a List of values
  - Data Validation Input Messages
  - Data Validation Error Messages
  - Circle Invalid Data
  - Remove Data Validation

## Module 3: Data Analysis using Pivot Tables and Business Intelligence

- Creating and Managing Pivot Tables
  - Creating a Pivot Table
  - Format Pivot Table Data

### AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 068897

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)

- Customizing Pivot Tables
  - Manipulating Data
  - Adding Fields to columns
  - Changing Row or Column Fields
  - Change the Style of a PivotTable
  - Change the Data Layout of a PivotTable
- Sorting Data in a Pivot Table
  - Sort using the arrow buttons
- Filtering Data in a Pivot Table
  - Filtering the Report
- Filtering Column and Row Fields
- Using Data Slicers with a Pivot Table
  - Slicers
  - Filtering with Timelines
  - Group Pivot Table Data
  - Calculated Fields and Items
    - View all Formulas that are used in a PivotTable Report
    - Edit a PivotTable Formula
    - Delete a PivotTable Formula
  - Referencing Pivot Table Data
- Pivot Charts
  - Creating a Pivot Chart
  - Changing a Pivot Chart Options
  - Drilling Down a Pivot Table or Pivot Chart
  - Pivot Chart Styles
- Business Intelligence
  - Activating Power Pivot
  - Connecting Power Pivot to a Data Source
  - Power Pivot Calculated Fields
  - Manage Table Relationships
  - Using Cube Functions

#### **Module 4: Workbook Management Features**

- Linking External Workbooks
  - Referencing Other Worksheets in Formulas
  - Linking Other Workbooks
  - Modifying Workbook Links
  - Removing Workbook Links
- Consolidating Data
- Workgroup Functions
  - Creating a Shared Workbook
  - Tracking Changes
  - Showing the History of Changes
  - Accept or Reject Changes
  - Removing Shared Use of Workbooks
  - Mark as Final
- Using Comments

#### **AVANTUS TRAINING PTE LTD**

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 068897

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)

- Protecting Your Workbook
  - Using Passwords
  - Protecting the Worksheet
  - Allow Ranges for Editing
  - Protecting the Workbook Structure
  - Password Protecting Workbook Files

#### **Module 5: Advanced Charts, Functions and What-If Analysis**

- Advanced Chart Elements
  - Formatting a Simple Chart
  - Add a Secondary Vertical Axis
  - Custom Chart Templates
  - Chart Trendline
- Using Advanced Functions and Features
  - Financial Functions
  - Nesting Functions
  - Conditional Logic Functions
    - AND
    - NOT
    - OR
  - Conditional Summary Functions
    - AVERAGEIF
    - COUNTIF
    - SUMIF
    - AVERAGEIFS
    - COUNTIFS
    - SUMIFS
- What-If Analysis
  - Manual What-If Analysis
  - Using the Goal Seek Tool
  - Working with Scenarios
  - Using Cell Watch
- Structured References

#### **Module 6: Data Filtering, Macros and Forms**

- Fill Series
- Advanced Filtering
  - Using Advanced Filters
    - And
    - Or
    - And and Or
  - Using Comparison Operators
- Working with Templates
  - Creating a Template
  - Modifying Templates
  - Deleting Templates
- Accessing Hidden Ribbon Tabs

#### **AVANTUS TRAINING PTE LTD**

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 068897

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)

- Macros
  - Creating a Macro
  - Copy Macros
- Adding Form Controls
  - Adding Command Buttons
  - Spin Buttons and Scroll Bars
  - Check Boxes and Option Buttons
  - List Boxes and Combo Boxes
  - Group Box
  - Text Boxes
- Changing Excel Formula Calculation Options

**AVANTUS TRAINING PTE LTD**

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 068897

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)