

[AVWSQ-EXC16Advanced]: WSQ ICDL® Microsoft Excel 2016 Advanced

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

An advanced course preparing participants to advanced spreadsheet features and functionality.

Audience Profile

Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4 and be able to operate a personal desktop computer.

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

Users already with Excel basic proficiency.

Course Outline

Section 1: Formatting

Lessons

- Considerations in Designing a Spreadsheet
- Working with Styles
 - Apply cell style
 - Create new cell style
 - Remove cell style from cell
- Formatting Data as A Table
 - Creating tables
 - Modifying tables
- Conditional Formatting
 - Apply conditional formatting rule
 - Conditional formatting presets
 - Managing rules
 - Removing conditional formatting

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- Custom Formatting
 - Creating and applying custom number formats
 - Creating and applying custom date formats
- Formatting Worksheets
 - Moving and copying a worksheet
 - Splitting a worksheet
 - Hide and unhide row(s), column(s) and worksheet(s)

Section 2: Functions and Formulas

Lessons

- Nested Functions
- Mathematical Functions
- Statistical Functions
- Text Functions
- Lookup Functions
- Date and Time Functions
- Database Functions
- Financial Functions
- 3-D Reference Within a Sum Function
- Mixed References in Formulas

Section 3: Charts

Lessons

- Create Combo Chart with A Secondary Axis
- Formatting and Modifying Charts
 - Add and delete data series
 - Reposition chart title, legend and data labels
 - Change scale and display units of value axis
 - Format series, plot area, chart area to display image

Section 4: Data Analysis

Lessons

- Sorting Data
 - Types of sorting
 - Custom list sorting
- Filtering Data
 - Auto filter
 - Clear filter
 - Advanced filtering
- Outlining Data
 - Manual grouping with outline
 - Automatic outline
- Automatic Subtotals
- Data Table
 - One-variable data table
 - Two-variable data table

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- Scenario
 - Creating and displaying scenarios
 - Editing and deleting a scenario
 - Scenario summary report

Section 5: Pivot Tables

Lessons

- Creating Pivot Tables
- Manipulating Data
 - Change the summary function
 - Change data source and refresh data
 - Adding fields to columns / rows
 - Changing row or column fields
- Formatting PivotTables
 - Change the style of a PivotTable
- Sorting Data in a PivotTable
 - Sort using the arrow buttons
- Filtering Data in a PivotTable
 - Filtering the report
 - Filtering column and row fields
- Grouping Data in a PivotTable

Section 6: Auditing and Validating Data

Lessons

- Trace Formula Precedents
- Trace Formula Dependents
 - Remove the arrows
- Error Checking
 - Trace errors
- Evaluate Formulas
- Watch Window
- Display Formulas in Worksheet
- Data Validation
 - Apply data validation to cells
 - Data validation input messages
 - Data validation error messages
 - Remove data validation

Section 7: Enhancing Productivity

Lessons

- Paste Special
- Named Cells
 - Define named range
 - Use named range in formulas
 - Editing and deleting named ranges
- Templates

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- Creating templates
 - Using templates
- Hyperlinks
 - Create hyperlinks
 - Edit and remove hyperlinks
- Link Data
 - Link objects
 - Update or break a link
- Import Data from A Text File
- Macros
 - Record a macro
 - Saving and opening a workbook containing macros
 - Run a macro

Section 8: Collaborative Editing

Lessons

- Comments
- Track Changes
- Sharing Workbook
- Protection
 - Protect a file
 - To open the file as read-only
 - Protect a worksheet
 - Protect a workbook

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