

## Microsoft Excel 2016 Advanced

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### Course Description

Microsoft Excel 2016 Advanced is part of a 3-level study program. This course aims to extend participant's skills and knowledge to protect worksheet data, perform advanced data operations using summarizing, data consolidation, filters and advanced PivotTable techniques, macros and much more.

### Learning Outcomes

At the completion of Microsoft Excel 2016 Advanced you should be able to:

- protect data in worksheets and workbooks
- use data linking to create more efficient workbooks
- create summaries in your spreadsheets using subtotals
- use the Data Consolidation feature to combine data from several workbooks into one
- create, use and modify data tables
- create and work with scenarios and the Scenario Manager
- create and edit a PivotChart
- construct and operate PivotTables using some of the more advanced techniques
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- create and use a range of controls in a worksheet
- create recorded macros in Excel

### Prerequisites

Microsoft Excel 2016 Advanced assumes reasonable knowledge of the software as well as a general understanding of personal computers and the Windows operating system environment.

### Course Duration

The Microsoft Excel 2016 Advanced course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

### Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

### Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

## Course Contents

### Protecting Data

- Protecting a worksheet
- Disabling worksheet protection
- Password protecting a workbook
- Opening a password protected workbook

### Importing and Exporting

- Importing from an earlier version
- Understanding file formats
- Importing tab delimited text
- Importing space delimited text
- Importing Access data
- Working with connected data
- Exporting to Microsoft Word
- Inserting a picture

### Data Linking

- Linking between worksheets
- Linking between workbooks
- Updating links between workbooks

### Grouping and Outlining

- Create an automatic outline
- Working with an outline
- Creating a manual group
- Grouping by columns

### Summarising and Subtotalling

- Create subtotals
- Using a subtotaled worksheet
- Copying subtotals
- Using subtotals with AutoFilter
- Creating relative names for subtotals

### Data Consolidation

- Consolidating with identical layouts
- Creating a linked consolidation
- Consolidating from different layouts
- Consolidating data using the SUM function

### Data Tables

- Using a simple What-If model
- Creating a one-variable table
- Creating a two-variable table

### Scenarios

- Creating a default scenario
- Creating scenarios
- Using names in scenarios
- Creating a scenario summary report

### PivotCharts

- Insert a PivotChart
- Defining the PivotChart structure
- Changing the PivotChart type
- Moving PivotCharts to chart sheets

### PivotTable Features

- Counting in a PivotTable
- Formatting PivotTable values
- Working with PivotTable grand totals
- Finding the percentage of total
- Finding the difference from
- Grouping in a PivotTable
- Creating calculated fields
- Sorting in a PivotTable

### Advanced Filters

- Using an Advanced Filter
- Extracting records with advanced filters
- Using formulas in criteria
- Using database functions
- Using DSUM
- Using DMIN and DMAX functions

### Validating Data

- Creating a number range validation
- Testing a validation
- Creating an Input message
- Creating an Error message
- Circling invalid data

### Controls

- Preparing a worksheet for controls
- Adding a combo box control
- Adding a list box control
- Adding a scroll bar control
- Adding a spin button control
- Adding a group box control
- Protecting a worksheet with controls



### Sharing Workbooks

- Sharing Workbooks
- Open shared workbooks
- Enabling Tracked Changes
- Accepting or rejecting changes
- Adding worksheet comments

### Recorded Macros

- Setting Macro Security
- Saving a document as Macro enabled
- Recording a simple macro
- Viewing a macro
- Editing a macro
- Running a macro
- Delete a macro