



MICROSOFT EXCEL 2016 ADVANCED

Microsoft Excel is a spreadsheet application that incorporates tools for assisting in the recording and analysis of numerical data and which has the ability of turning numerical data into charts. This functionality, combined with many powerful and sophisticated features allow the creation, manipulation, editing, printing and storage of workbooks.

COURSE OUTLINE

Advanced Functions

- Advanced Functions
- Logical functions: IF
- Logical functions: nesting IF
- Logical functions – Using IFS and Switch (Office 365 users only)
- Logical functions: AND
- Logical functions: OR
- Lookup and reference: VLOOKUP and MATCH
- Logical functions: IFERROR

Formula Auditing

- Trace cells used in a formula or function
- Trace precedents and dependents
- Use the function argument dialog box to identify and fix errors
- Show formulas in cells
- Use the watch window
- Evaluate a nested function one step at a time
- Fix errors identified by excel

Pivot Tables

- Organise data before creating a pivot table
- Create a pivot table



IT BUSINESS
TRAINING

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COURSE DETAILS

1-Day Instructor-led classroom based training

COURSE OVERVIEW

Excel Advanced Course will allow you to gain the skills necessary to:

- Nest functions to extract and analyse data
- Audit functions to identify errors and calculation steps
- Use Tables to manage large amounts of data
- Create, edit and format Pivot Tables to summarise, analyse and report on data
- Record Macros and edit recorded code in the Visual Basic Editor
- Restrict user data entry using Data Validation
- Share a workbook for multiple editors and enable Track Changes.

The course is structured to give maximum “hands-on” experience to the individuals rather than involving a lecture situation. In order to attain this, participants will have their own personal computer.

COURSE PRE-REQUISITES

Delegates wishing to attend this course should have completed our MS Excel 2016 Intermediate Course or Work regularly with MS Excel 2016 and be able to insert, delete, resize columns and rows, copy and paste, write basic formulas (add, subtract, divide and multiply) and format worksheets. They should also be aware of the use of functions to reduce manual input.

Knowledge of Windows and experience with a PC is essential, therefore, it is advisable to register participants on our “Introduction to Computing” or “Microsoft Windows” course prior to attending, should this experience be lacking.



- Add and remove fields in a pivot table
- Drill down
- Update a pivot table
- Filter a pivot table using slicers
- Filter a pivot table using a timeline
- Format numbers in a pivot table
- Format a pivot table using pivot table styles
- Summarize values by average
- Show values as
- Group data automatically
- Group data manually
- Create a pivot chart
- Create a pivot chart from your source data
- Create a pivot chart from a pivot table
- Create multiple pivot tables from one pivot table
- Recommended pivot tables

Macros

- Introduction to macros
- Macro to make zero cells blank
- Record a macro
- Run a macro
- Assign a macro to a button on the quick access toolbar
- Assign a macro to a button on the sheet
- Display the developer tab
- Macro to change the page set-up
- Macro to apply a custom number format
- Delete macros

Data Validation

- Data validation - whole number
- Customise a validation input message and error alert
- Data validation - decimal number
- Data validation - list
- Data validation - date
- Data validation - time
- Data validation - text length.

- Remove data validation

What if Analysis

- Goal seek
- Scenario manager
- Create scenarios
- View scenarios
- Create a summary report
- Solver
- Installing solver
- Using solver
- Add constraints

Sharing and Tracking Changes

- Sharing workbooks
- Enable track changes in a workbook
- Show changes in a shared workbook
- Accept or reject changes

COURSE COMPLETION

You will have the ability to organise, manage, track, analyse and present Excel data.

On completion of the course you will receive a certificate.



OVERVIEW

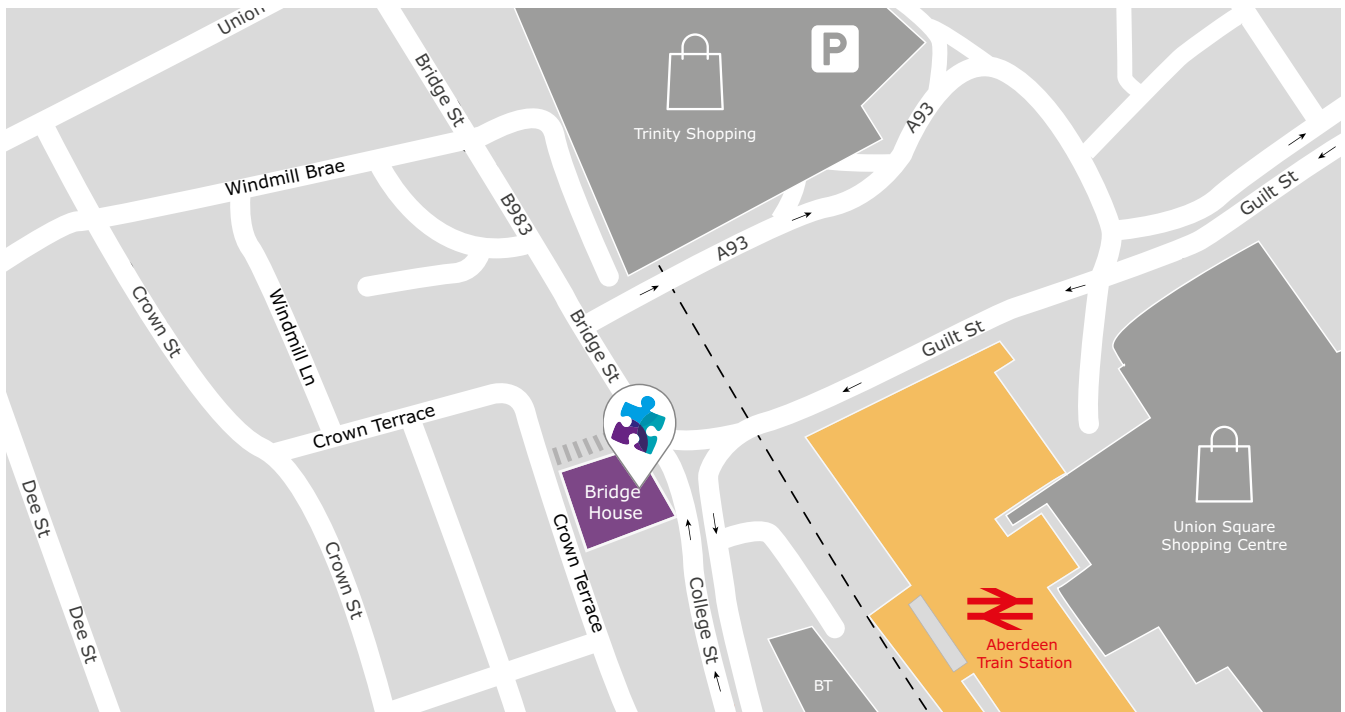
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years and have developed a loyal customer base with highly satisfied delegates and training bookers returning time and time again.

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HOW TO FIND US?

Our office is situated on the first floor of Bridge House, at 56-58 Bridge Street, Aberdeen.

OFFICE OPENING HOURS

Monday	09.00 am - 05:30 pm
Tuesday	09.00 am - 05:30 pm
Wednesday	09.00 am - 05:30 pm
Thursday	09.00 am - 05:30 pm
Friday	09.00 am - 05:30 pm
Saturday, Sunday	CLOSED

WHERE TO PARK?

Parking is available at the multi-storey pay and display car park next to the nearby British Telecom building.

From the car park, walk up College Street onto Bridge Street; Bridge House is located at the bottom of Bridge Street before the steps up to Crown Terrace. Solab's office can be reached by taking either the lift or stairs to the first floor.