Excel 2016 Intermediate

Modality: On Demand

Duration: 3 Hours

About this course:

This course is intended help you advance you your features of Excel 2016. Cultivate a better understanding of formulas, conditional formatting, sorting data, filtering duplicates and much more. A basic knowledge of Excel 2016 is recommended before beginning this course. Microsoft Excel is the standard spreadsheet application for both personal and business use, so staying on top of the latest version is very important for anyone considering career advancement. Regardless of your level of understanding, you will benefit from this Microsoft Excel 2016 training course because it covers basic, intermediate and advanced competency levels. Our Microsoft Excel 2016 training course will help arm you with the knowledge to use it more effectively whether you are using it at home or in the workplace. Understand how to manipulate data within a spreadsheet, validate and present information using the built in structure and functions of Microsoft Excel.

Course Objective:

After completing this course, students will have a working understanding of:

- Flash Fill
- List Design & Single Level Sorting
- Multi-Level Sorting
- Custom Sorting
- Filtering
- Multi-Level Filtering
- Table Style Options
- Remove Duplicates
- Convert to Range
- Subtotal
- Multi-Level Subtotaling
- Remove Subtotals
- Quick Analysis Charts
- Inserting Data Charts

Audience:

This course is intended for:

- Anyone who is looking to gain understanding of Excel 2016 features and capabilities from a business productivity / analysis standpoint, such as charts, pivot tables, data linking etc.

Prerequisites:

- There are no prerequisites for this online course, but it will be helpful if the learners gain basic overview of Excel 2016 as a baseline.

Suggested prerequisites courses:

- Excel 2016 Beginner

Course Outline:

Data Management and Charting

- Flash Fill
- List Design & Single Level Sorting
- Multi-Level Sorting
- Custom Sorting
- Filtering
- Multi-Level Filtering
- Search Filtering
- Format as Table
- Table Style Options
- Remove Duplicates
- Convert to Range
- Subtotal
- Multi-Level Subtotaling
- Remove Subtotals
- Quick Analysis Charts
- Inserting Data Charts
- Formatting Data Charts
- Chart Templates
- Sparklines
- Printing Charts

PivotTables and Data Validation

- Importing from Web
- MS Query
- Exporting Overview
- Pivot Tables
- Multiple-Field Pivot Tables
- Drill Down Reports
- Pivot Charts & Grouping Fields
- Slicer Tool
- Data Validation - Part 1
- Data Validation - Part 2
- Cell & Sheet Protection
- File Encryption
- Conditional Formatting
- Linking Data

- Inserting Comments