

Microsoft Excel 2016: Advanced

The aim of this course is to develop your skills in using spreadsheets to a level where you can take full advantage of the powerful functions available in Excel, and identify the most effective way to use Excel for your purposes.

You will learn how to edit and enhance numeric, text and graphical data; sort, filter and link data; apply security to workbooks and formulas; make advanced use of formatting and charting; create and use pivot tables to analyse data; run and record macros.

1 Rows, columns and formatting

Aims

To help you make effective use of formatting, easily display the data you need, and highlight data according to criteria.

On completing this session you will be able to

- Manage the display of rows and columns
- Make effective use of tables
- Apply conditional formatting

2 Manage access to your workbooks and formulae

Aims

To enable you to protect your formulas from being edited by users of your workbooks, and to determine who can access your workbooks.

On completing this session you will be able to

- Protect cells
- Limit access to your workbook

3 Data Validation

Aims

This session enables you to create menu lists to improve the quality of data entered into your workbooks.

On completing this session you will be able to

- Create drop-down menus for populating cells
- Work with the validation alert options and enforcement levels

4 Templates

Aims

This session enables you to save your spreadsheet layout and settings as a blank to be used for creating new workbooks.

On completing this session you will be able to

- Use existing templates
- Create a template from your workbook
- Modify your template

5 Using Functions

Aims

This session explores a variety of functions including VLOOKUP, COUNTIF and SUMIF

On completing this session you will be able to

- Understand when to use VLOOKUP, COUNTIF and SUMIF
- Use VLOOKUP to retrieve values from a table
- Use COUNTIF to count items according to criteria
- Use SUMIF to extract totals according to criteria

6 Data analysis using pivot tables

Aims

This session aims to develop an understanding of pivot tables and charts, and enable you to create and format both pivot tables and charts.

On completing this session you will be able to

- Gather data to meet reporting requirements
- Use the pivot table wizard
- Use grouping and functions in pivot table
- Adjust the table for different reporting requirements
- Produce a pivot chart
- Use slicers

7 Macros

Aims

This session develops your understanding of when it is appropriate to use macros, and how to create and use simple macros, and add them to a toolbar.

On completing this session you will be able to

- Create simple macros

- Store macros in your current workbook or in your personal workbook
- Assign a macro to the Quick Access Toolbar
- Create buttons to run macros
- Manage security for workbooks with macros or external links

8 Advanced charting options

Aims

This session explores the extensive charting options in Excel to enable you to use the full range of options in creating your charts.

On completing this session you will be able to

- Understand the components of a chart
- Format labels and axes
- Work with sparklines
- Reposition chart elements
- Manage data series
- Select chart types