

Microsoft Excel 2016

Advanced

Duration: 2 Days Course Code: XL16ADV

This course is designed for experienced Excel users who have an excellent working knowledge of the software and wish to extend their knowledge with more advanced features.

Learning Outcomes

By the end of this course students will be able to work confidently with advanced nested functions, use features like the scenario manager, consolidation, advanced filtering options as well as pivot tables and Macros.

Prerequisites

This course is designed for students with solid Excel knowledge. Make sure you have done Essentials and Intermediate first or have equivalent knowledge first!

Auditing Tools

- Overview of Auditing Tools
- Tracer, Dependent and Precedent Arrows
- Removing Tracer Arrows
- Tracing Cells Causing Errors
- Understanding Error Messages
- #DIV/0; #N/A; #NAME; #Ref!; #Value
- Overcoming Error Messages

Advanced Functions

- Creating Nested If Functions
- AND and OR Functions
- Using an AND condition with IF
- Lookup Functions – VLOOKUP, HLOOKUP, Match and INDEX
- String Functions
- Rounding Functions
- Array Functions

What if Analysis

- Using Scenario Manager
- Creating a Scenario
- Displaying and Editing a Scenario
- Creating a Scenario Summary Reports
- Using the Goal Seeker

Data Tables

- Creating Single Variable Data Tables
- Creating Two Variable Data Tables

Using the Solver

- Saving Solver Solutions as Scenarios
- Creating a Problem Solver

Worksheet Consolidations

- Consolidating by Position
- Consolidating by Category

Using Custom Views

- Creating a Custom View
- Switching between Views
- Editing a View

Using Tables Effectively

- Setting up an Excel Table
- Adding Rows
- Using Dynamic Headings
- Table Tools and Formats
- Using the Table Style Gallery
- Deleting Table Records
- Finding Duplicates

Sorting and Filtering

- Sorting and Filtering Records
- Creating Complex Filters
- Sorting on Multiple Columns
- Sorting and Filtering by Colour
- Performing Custom Sorts
- Sorting Left to Right

Data Validation

- Data Validation for a Range of Values
- Using Validation Circles
- Using Data Validation Lists
- Creating Subtotals

Advanced Filtering

- Using a Criteria Range
- Clearing the Filter
- Using Comparison Criteria
- Using AND OR conditions
- Extracting Filtered Records
- Using Database Functions – DSUM, DAVERAGE, DGET

Creating Pivot Table Reports

- Creating a PivotTable
- Adding PivotTable Report Fields

- Editing and Refreshing a PivotTable Report
- Changing the Summary Function
- Moving PivotTable Report Fields
- Hiding and Un-Hiding Items

- Adding Multiple Data Fields
- Custom Calculations in PivotTables
- Creating Calculated Fields and Calculated Items
- Grouping/Un-Grouping Items
- Sorting PivotTable Data
- Filtering using Slicers
- Using PivotTable Styles, Themes and Colours
- PivotTable Layout Tools
- Creating PivotCharts

Building Macros

- Defining Macros
- Recording and Running a Macro
- Using the Personal Workbook
- Visual Basic Editor Understanding your Code
- Running code in a VBA Environment
- Recording a Relative Record
- Debugging a Macro
- Correcting Macro Errors
- Assigning a Macro to a Menu
- Assigning a Macro to a Button

Creating an Online Form

- Creating a Form
- Adding Action Controls
- Selecting Controls
- Moving a Control
- Adding Data to your Controls
- Setting up for Online use

