



MICROSOFT EXCEL

Excel 2016 Intermediate (EXL002)

Traditional Learning Pathway



COURSE CONTENTS

REVIEWING THE BASICS

- The Ribbon & QAT
- Excel options
- Keyboard shortcuts
- Review good design practices
- Navigation & selection technique
- Review of basic formulas

VIEWING WORKBOOKS

- Zoom
- Other viewing options
- View modes
- Multitasking

NAVIGATION & SELECTION

- Navigation
- Selection technique
- Multiple selection
- Advanced selection in Excel
- Using GoTo

WORKING WITH SHEETS

- Split & freeze panes
- Multi-sheet workbooks
- Renaming worksheets
- Changing the tab colour
- Moving and copying worksheets

DATA ENTRY

- Autofill
- Data entry shortcuts
- Copy/Paste technique

PRINTING

- Page setup print areas
- Print titles
- Headers and footers
- Printing difficult worksheets

FORMATTING

- Basic cell formatting
- Basic number formatting
- Formatting date and time
- Row and column format
- Alignment tools
- The mini toolbar
- Advanced formatting

STYLES & THEMES

- Themes
- Applying styles

USING FORMULAS

- Fast calculations in Excel
- Creating a formula
- Autofill
- AutoSum
- Absolute cell referencing

USING NAMED OBJECTS

- Range and cell names
- Using the name box for navigation
- Creating names
- Managing names
- Using names in formulas
- Use names as constants

DATA TABLES

- A guide to the use of tables
- Table styles
- Advantages of tables
- Using table referencing
- Managing large data sets
- Sorting, filtering, grouping & subtotaling
- Using slicers & timelines

EXCEL CALCULATIONS

- Statistical & math functions
- Financial functions
- Logical functions
- Text functions
- Lookup functions
- Date and time calculations

VISUALISATION

- Inserting charts
- Customising charts
- New chart types
- Chart trendlines
- Sparklines
- Geospatial data & maps

INTRO TO PIVOT TABLES

- Creating a pivot table
- Adding fields
- Updating a pivot table
- Deleting a pivot table
- Slicers
- Pivot charts
- Building a dashboard

MICROSOFT EXCEL 2016 INTERMEDIATE

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

AIM

This course has been designed to allow participants to:

- gain an advanced understanding of spreadsheeting using the Microsoft Excel software
- learn data management skills including collection, validation, analysis and visualisation techniques
- become proficient with Excel formulas
- acquire skills to use the software more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is an intermediate-advanced level course and assumes some knowledge of Microsoft Excel. It is suitable for participants who:

- are self-taught but have skills gaps
- want to enhance their Excel skills
- want to produce complex and functional spreadsheets
- are expected to know more complex features of Excel for their job
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

By the end of this session you should be able to:

- apply complex formatting to worksheets
- work comfortably with large data sets in multisheet workbooks
- work with a variety of Excel functions to solve real world problems
- design worksheets to efficiently collect data
- analyse and summarise data from Excel using visual techniques

ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

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www.intelliteq.com.au | info@intelliteq.com.au | 0418 748 398 | PO Box 474, Edge Hill, Qld 4870