PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Excel 2016 Advanced - Online Instructor-led Training

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

If you use Excel 2016 everyday, then having advanced skills in the program will make you more valuable and give you the confidence required to take on more advanced tasks and projects.

The PD Training Microsoft Excel 2016 Advanced Training Course provides you with comprehensive training in the advanced features of Excel 2016, including creating and running Macros, Flash Fill, formulas and functions, data management, customisation, auditing, grouping and transporting data and solving errors.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the USA, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

This Advanced Microsoft Excel 2016 training course is designed for participants to gain the skills necessary to use pivot tables, audit and analyse worksheet data, utilise data tools, collaborate with others, and create and manage macros.

Outcomes

Delegates should have a good working knowledge and understanding of the concepts covered in the Introduction and Intermediate courses.

After completing this course, participants will have learned to:

- Learn Conditional Formatting, Macros and Data Validation
- Audit worksheets
- Analyse and present Data through Sparklines, Scenarios, Add-in Types and Analysis ToolPak
- Work with multiple workbooks
- Compare and Merge Workbooks Feature
- Export Excel Data
- Import and Export XML Data
- The File Publishing Process
- Publish as Web Page Dialog Box
- Web Queries
- The New Web Query Dialog Box
- The XML Source Task Pane

Modules

Lesson 1: Automating Worksheet Functionality

- Workbook Properties
- Macros
- Conditional Formatting
- Data Validation

Lesson 2: Auditing Worksheets

- The Trace Cells Feature
- Invalid Data
- The Watch Window
- Outlines

Lesson 3: Analysing and Presenting Data

- Sparklines
- Scenarios
- Add-In Types
- Analysis ToolPak
- The Power View Add-In

Lesson 4: Working with Multiple Workbooks

- Data Consolidation
- The Consolidate Dialog Box
- Consolidation Functions
- External References
- The Compare and Merge Workbooks Feature

Lesson 5: Exporting Excel Data

- The Export Process
- The Get External Data Group
- Delimited Text Files

Lesson 6: Importing and Exporting XML Data

- XML
- XML Components

- Methods of Importing Text Files
- The File Publishing Process
- Publish as Web Page Dialog Box
- Web Queries
- The New Web Query Dialog Box
- XML Schemas
- XML Maps
- The XML Source Task Pane
- Import and Export XML Data

Talk to our expert team

Phone: 5808 8521

Email: enquiries@pdtraining.com.hk