PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Excel 2016 Intermediate Training

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

This course advances the user's knowledge of functions, demonstrates how to manage data with Excel. The objective of this course is to provide delegates with a brief review of Microsoft Excel basics and then introduce the intermediate features of Excel. Delegates will be able to create, modify, enhance and print a wide variety of spreadsheets using their newly acquired skills.

The PD Training Microsoft Excel 2016 Intermediate Training Course is designed to provide a comprehensive understanding of the basic features of Excel 2016, and how to use them correctly to fulfill various tasks.

This hands-on training workshop is available now throughout Hong Kong, including Central and also via instructor-led online training.

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

What You'll Gain:

Go further with Excel by learning to create advanced charts and formulas as well as learning time-saving formatting and visualisation features. Excel 2016 Intermediate Training Course is designed for students who are interested in going beyond basic skills and need to chart and format using Microsoft Office Excel.

Outcomes

This course will provide learners with a core understanding of how to effectively operate and use the Excel spreadsheet software at an intermediate level.

After completing this course, participants will have learned to:

- Create advanced formulas
- Analyse Data with Logical and Lookup Functions
- Create and Modify Tables
- Sort and Filter Data

- Use Subtotal and Database Functions to Calculate Data
- Visualise Data with Charts
- Create Advanced Charts
- Create a PivotTable
- Filter Data by Using Slicers
- Analyse Data with Pivot Charts
- Insert and Modify Graphic Objects
- Layer and Group Graphic Objects
- Customise Workbooks
- Manage Themes
- Create and Use Templates
- Protect Files
- Preparing a Workbook for Multiple Audiences

Modules

Lesson 1: Creating Advanced Formulas

- Apply Range Names
- Use Specialised Functions

Lesson 2: Analysing Data with Logical and Lookup Functions

- Use Text Functions
- Use Logical Functions
- Use Lookup Functions
- Use Date Functions
- Use Financial Functions

Lesson 3: Organising Worksheet Data with Tables

- Create and Modify Tables
- Sort and Filter Data
- Use Subtotal and Database Functions to Calculate Data

Lesson 4: Visualising Data with Charts

- Create Charts
- Modify and Format Charts
- Create a Trendline
- Create Advanced Charts

Lesson 5: Analysing Data with PivotTables, Slicers, and Pivot Charts

- Create a PivotTable
- Filter Data by Using Slicers
- Analyse Data with Pivot Charts

Lesson 6: Inserting Graphics

- Insert and Modify Graphic Objects
- Layer and Group Graphic Objects
- Incorporate SmartArt

Lesson 7: Enhancing Workbooks

- Customise Workbooks
- Manage Themes

- Create and Use Templates
- Protect Files
- Preparing a Workbook for Multiple Audiences

Talk to our expert team

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