MICROSOFT EXCEL 2016 ADVANCED TRAINING

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COURSE LENGTH: 1.0 DAYS

If you use Excel 2016 every day in Malaysia, 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.

This hands-on training workshop is available now in Kuala Lumpur and throughout Malaysia, via instructor-led online training.

Click on the Group Training Quote button or Contact us today for a free quote!

MICROSOFT EXCEL 2016 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

This Advanced Microsoft Excel 2016 training course is designed for participants to gain more advanced skills necessary to use pivot tables, audit and analyse worksheet data, conditional formatting, utilize data tools, collaborate with others and importing, exporting and using XML data.

OUTCOMES

Prerequisites: 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 be able 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
- Methods of Importing Text Files
- The File Publishing Process
- Publish as Web Page Dialog Box
- Web Queries
- The New Web Query Dialog Box

Lesson 6: Importing and Exporting XML Data

- XML
- XML Components
- XML Schemas
- XML Maps
- The XML Source Task Pane
- Import and Export XML Data

WEB LINKS

➢ View this course online
➢ In-house Training Instant Quote