PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Excel 2016 Advanced Training

3158 3955

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.

This hands-on training workshop is available now throughout Singapore.

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

What You'll Gain:

Excel 2016 Advanced Training Course is designed to provide a comprehensive understanding of the advanced features of Excel 2016, and how to use them correctly to fulfill various tasks. During the course, participants learn to email a workbook, insert PivotCharts, create timelines, customise the Quick Access toolbar, re-set interface changes, use slicers and more.

Outcomes

This extensive advanced training course in Excel 201**6** helps develop basic skills and understanding of the application. After this course, participants will have gained expertise in using Excel **2016**

After completing this course, participants will have learned to:

- Insert SmartArt
- Insert equations, shapes, pictures, text boxes

- Create sparklines
- Insert PivotTables and PivotCharts
- Use slicers
- Create timelines
- Share your workbook on SkyDrive
- Change Ribbon display options
- Customize the Quick Access toolbar
- Create Custom Ribbon tabs
- Reset interface changes
- Use cell styles
- Format data as a table
- Add a background
- Print and email a workbook

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: Analyzing 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

Talk to our expert team

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