## Course Description:

If you are looking to start a career in business or finance, having a working knowledge of Microsoft's Excel 2016 is a must. Our new and exciting course taught by LearnKey Senior Instructor Jason Manibog will teach you how to reveal insights hidden in your data with the help of new features such as the "Tell Me" feature, chart options, and more!

## Course Prerequisites

This course assumes that delegates have completed the Introductory level of PCS' Microsoft Excel scheduled courses, or at least have the equivalent Excel knowledge and experience.

## Course Contents:

### Session 1

- Section A: Introduction to Excel 2016
- Section B: Create Worksheets and Workbooks
  - Tour of Excel
  - Create a Blank Workbook
  - Create a Workbook Using Templates
  - Add Data to a Worksheet
  - Import Data
  - Add a Worksheet
  - Copy a Worksheet
  - Move a Worksheet
- Section C: Navigate in Worksheets and Workbooks
  - Search for Data
  - Navigate a Workbook
  - Insert and Remove Hyperlinks
- Section D: Format Worksheets and Workbooks
  - Change Worksheet Tab Colour
  - Rename a Worksheet
  - Change Worksheet Order
  - Modify Page Setup
  - Insert and Delete Columns or Rows
  - Change Workbook Themes
  - Adjust Row Height and Column Width
  - Insert Headers and Footers
- Section E: Customise Options and Views
  - Hide and Unhide Worksheets
  - Hide and Unhide Columns or Rows
  - Customise the Quick Access Toolbar
  - Change Workbook Views
  - Change Window Views
  - Modify Document Properties
  - Change Magnification
  - Display Formulas
- Section F: Prepare Files for Distribution
  - Set a Print Area
  - Save Workbooks in other Formats
  - Print All or Part of a Workbook
  - Set Print Scaling
  - Display Repeating Row and Column Titles
  - Inspect for Hidden Properties
  - Inspect for Accessibility Issues
  - Inspect for Compatibility Issues
- Session Recap
- Test Tips

## Session 2

- Section A: Manage Data
  - Insert Data in Cells and Ranges
  - Replace Data
  - Cut and Paste Data
  - Copy and Paste Data
  - Paste Data with Special Paste Options
  - Using AutoFill to Fill Cells
  - Insert and Delete Cells
- Section B: Format Cells and Ranges
  - Merge Cells
  - Modify Cell Alignment and Indentation
  - Use Format Painter to Format Cells
  - Wrap Text Within Cells
  - Apply Number Formats
  - Apply Cell Formats
  - Apply Cell Styles
- Section C: Summarise and Organise Data
  - Insert Sparklines
  - Outline Data
  - Create Subtotals
  - Apply Conditional Formatting
- Session Recap
- Test Tips

## Session 3

- Section A: Create Tables
  - Create and Manage Tables
  - Create an Excel Table from a Cell Range
  - Convert a Table to a Cell Range
  - Add or Remove Table Rows and Columns
- Section B: Manage Table Styles and Options
  - Apply Styles to Tables
  - Configure Table Style Options
  - Insert Total Rows
- Section C: Filter and Sort a Table
  - Filter Records
  - Sort Data by Multiple Columns
  - Change Sort Order
  - Remove Duplicate Records
- Session Recap
- Test Tips

## Session 4

- Section A: Calculations with Formulas and Functions
  - Use Basic Formulas and Functions
  - Use Basic Formulas
  - Use Absolute and Mixed References
  - Using Formulas Across Worksheets
  - Calculate with the SUM Function
  - Use the MIN and MAX Functions
  - Use the COUNT Functions
  - Use the AVERAGE Functions
  - Formula and Function Tips
- Section B: Use Conditional Functions
  - Use the IF Function
  - Use the SUMIF Function
  - Use the AVERAGEIF Function
  - Use the COUNTIF Function
- Section C: Use Text Functions
  - Use the LEFT Function
  - Use the MID Function
  - Use the RIGHT Function
  - Use the UPPER and LOWER Functions
  - Use the PROPER Function
  - Use the CONCAT Function
- Session Recap
- Test Tips

## Session 5

- Section A: Create Charts and Objects
  - Create Charts
  - Create a New Chart
  - Add Additional Data Series
  - Switch Orientation of Source Data
  - Use Quick Analysis to Analyse Data
- Section B: Format Charts
  - Resize Charts
  - Add and Modify Chart Elements
  - Data Labels and Legends
  - Gridlines
  - Apply Chart Layouts and Styles
  - Change Chart Type
  - Create Secondary Axis
  - Move Charts to a Chart Sheet
- Section C: Insert and Format Objects
  - Insert Text Boxes and Shapes
  - Insert and Modify Images
  - Add Alternative Text to Objects
- Session Recap
- Test Tips