EXCEL 2016 INTERMEDIATE

Unit Standard	116943
NQF	4
Credits	3
Duration	1 Day
Pre-Requisite	Microsoft Excel 2016 Introduction or has an understanding of using absolute, relative, and mixed references; Using formulas and functions in a worksheet; Managing and organizing worksheets; Editing and formatting Excel data; Printing and saving Excel files and Customizing the Excel interface.

SYNOPSIS

This course is intended for students who have little or no familiarity with Microsoft Excel 2016 or more experienced Excel users who want to learn the topics covered in this course in the 2016 interface.

This Intermediate Microsoft Excel 2016 training class is meant for students who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations. Students will also work with charts and advanced formatting including styles.

COURSE OUTLINE

- Advanced Formulas:
  - Using Named Ranges in Formulas
  - Naming a Single Cell
  - Naming a Range of Cells
  - Naming Multiple Single Cells Quickly
  - Using Formulas That Span Multiple Worksheets
  - Using the IF Function
  - Using AND/OR Functions
  - Using the SUMIF, AVERAGEIF, and COUNTIF Functions
  - Using the PMT Function
  - Using the LOOKUP Function
  - Using the VLOOKUP Function
  - Using the HLOOKUP Function
  - Using the CONCATENATE Function
  - Using the TRANSPOSE Function
  - Using the PROPER, UPPER, and LOWER Functions
  - The UPPER Function
  - The LOWER function
  - The TRIM Function
  - Using the LEFT, RIGHT, and MID Functions
  - The MID Function
  - Using Date Functions
  - Using the NOW and TODAY Functions
  - Creating Scenarios

- Utilize the Watch Window
- Consolidate Data
- Enable Iterative Calculations
- What-If Analyses
- Use the Scenario Manager
- Use Financial Functions

Working with Lists:
- ♣ Converting a List to a Table
- ♣ Removing Duplicates from a List
- ♣ Sorting Data in a List
- ♣ Filtering Data in a List
- ♣ Adding Subtotals to a List
- ♣ Grouping and Ungrouping Data in a List

Working with Illustrations:
- Working with Clip Art
- Using Shapes
- Working with SmartArt

Visualizing Your Data:
- Creating a Custom Chart Template
- Inserting Charts
- Add and Format Objects
- Insert a Text Box
- Create a Custom Chart Template

Working with Tables:
- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Titles

Advanced Formatting:
- Applying Conditional Formatting
- Working with Styles
- Creating and Modifying Templates

Microsoft Excel Features that Were New in 2013:
- New Functions in Excel 2013
- Using New Chart Tools
- Using the Quick Analysis Tool
- Using the Chart Recommendation Feature

- Features New in 2016:
  - New Charts
  - Treemap
  - Sunburst
  - Histogram
  - Waterfall
  - Box and Whisker
  - Pareto

COURSE OUTCOMES

After completing this course, students will be able to:
- Learn to use formulas and functions.
- Create and modify charts.
- Convert, sort, filter, and manage lists.
- Insert and modify illustrations in a worksheet.
- Learn to work with tables.
- Learn to use conditional formatting and styles.