

**DURATION:** 1 day

**CODE:** SOL\EX\IT16

### COURSE OBJECTIVE

By the end of this course, participants are able to:

- Use conditional formatting.
- Use the Format Painter.
- Use some of Excel's built-in functions.
- Correct formulas.
- Create and edit a database.
- Sort a database.
- Filter a database.
- Create and format charts.
- Create and format drawing objects.
- Create hyperlinks.
- Ect.

### WHO SHOULD ATTEND

- Users with a basic understanding of MS Excel 2016 who want to consolidate and expand on their knowledge of the basic features.

### PRE-REQUISITES

- A working knowledge of PCs and Windows XP/7/8, gained from the workplace or by prior attendance on a "Microsoft Windows XP/7/8 Foundation" course.
- Some experience of creating basic spreadsheets, gained from the workplace or by prior attendance on a "Microsoft Excel 2016 Foundation" course.

## Microsoft Excel 2016 Intermediate

### INTRODUCTION

This course is designed to advance users' knowledge of the features and functions within Excel. The course is entirely "hands on", so those attending will get practice in creating and modifying actual spreadsheet, using formulas and functions, enhancing worksheet with charts, pictures, and drawing objects, and use Excel features to create and analyze spreadsheet database. Users will also learn how to exchange data between Excel and other applications, manage links between them, and create hyperlinks.

### COURSE OUTLINE

#### Viewing Worksheets

- View Two or More Worksheets
- Split a Cells
- Split Text
- Freezing Panes

#### More Formatting Techniques

- Using Styles
- Conditional Formatting
- Using the Format Painter

#### More Formulas and Functions

- Create a Formula
- Correcting Formulas
- Using the Formula Auditing Toolbar
- Using the Watch Window

#### Drawing and Picture Objects

- Working with Shapes
- Using Text Boxes
- Insert Picture

#### Database and List Management

- Create and delete an Excel Table
- Format and Remove Tables
- Sorting a Database
- Using AutoFilters
- Advanced Filters

#### Charts

- Creating a Chart
- Changing Chart Display
- Editing Charts
- Formatting the Chart

#### Excel 2016 and Other Applications

- Copying Data from another Application
- Hyperlinks
- Managing Links