

DURATION: 2 days

CODE: SOL\EX\PS16

COURSE OBJECTIVE

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

- Create a Formula and Using Function
- Saving in PDF file format
- Importing Data in Excel
- Sorting a Database
- Filtering a Database
- Create a Excel Table
- Save Excel File to Cloud
- Protecting Sheets and Workbook
- Analyzing data.
- Summary data.
- Controlling data.
- Etc.

WHO SHOULD ATTEND

- This course is intended for anyone who wants to improve his knowledge of Excel so that they can apply their professional world.

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 Professional

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 for using formulas and functions, saving in PDF file format, managing data, protecting cells, importing data, analyzing data, consolidation, and controlling data.

COURSE OUTLINE

More Formulas and Functions

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

PDF File Format

- Using PDF File Format
- Publish a PDF File Format

Security and Protection

- Lock Cell in a Worksheet
- Protection the Worksheet
- Protect a Workbook
- Set a Password to Allow Reading Or Modifying

Importing Data

- Importing Data from Access
- Importing Text Files
- Refreshing Data

Database and List Management

- Sorting a Database
- Using AutoFilters
- Advanced Filters

- Create and delete an Excel Table
- Format and Remove Tables

Prepare the Document

- Using Mark as Final
- Save to Cloud

Analyzing Data

- Using Goal Seek
- Using Data Tables
- Using Scenario Manager

Sending and Consolidation

- Turn on Change Tracing
- Highlight Changer
- View Tracked Changes
- Accept and Reject
- View the History Worksheet
- Turn off Change Tracking
- Using Consolidation

Data Validation

- Overview of Data Validation
- Data Validation Messages
- Adding Other Types of Data Validation