



Microsoft Excel 2016 – Level 2

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION

The skills and knowledge acquired in

Microsoft Excel 2016 -Level 2 enable users to expand their knowledge and learn how to create more productive workbooks. It covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like PivotTables and goal seeking.

LEARNING OUTCOMES

Participants who complete this course should be able to:

- apply a range of number formatting techniques to worksheet cells
- apply a variety of page setup techniques
- apply borders to cells and ranges in a worksheet
- apply conditional formatting to ranges in a worksheet
- create and use defined names in a workbook
- create and work with tables
- create more complex formulas and functions
- select and change the format of objects in a chart
- understand and create simple PivotTables
- understand and use Excel's Quick Analysis tools
- use a range of elements and features to enhance charts
- use a range of techniques to work with worksheets
- use common worksheet functions
- use filling techniques
- use goal seeking to determine the values required to reach a desired result
- use popular and common worksheet functions
- use the date and time functions to perform calculations
- use the fill operations available to fill a data series
- work with tables in Microsoft Excel

COURSE CONTENT

This course covers the following areas:

Fill Techniques

Creating A Custom Fill List
Modifying A Custom Fill List
Deleting A Custom Fill List
Extracting With Flash Fill
More Complex Flash Fill Extractions
Extracting Dates And Numbers

Worksheet Techniques

Inserting And Deleting Worksheets
Copying A Worksheet
Renaming A Worksheet
Moving A Worksheet
Hiding A Worksheet
Unhiding A Worksheet

Copying A Sheet To Another
Workbook

Moving A Sheet To Another
Workbook

Changing Worksheet Tab Colours
Grouping Worksheets

Hiding Rows And Columns
Unhiding Rows And Columns
Freezing Rows And Columns

Splitting Windows

Page Setup

Strategies For Printing Worksheets
Understanding Page Layout
Using Built-In Margins
Setting Custom Margins

Changing Margins By Dragging

Centring On A Page

Changing Orientation

Specifying The Paper Size

Setting The Print Area

Clearing The Print Area

Inserting Page Breaks

Using Page Break Preview

Removing Page Breaks

Setting A Background

Clearing The Background

Settings Rows As Repeating Print
Titles

Clearing Print Titles

Printing Gridlines



Printing Headings
Scaling To A Percentage
Fit To A Specific Number Of Pages

Applying Borders

Understanding Borders
Applying A Border To A Cell
Applying A Border To A Range
Applying A Bottom Border
Applying Top And Bottom Borders
Removing Borders
The More Borders Command
Using The More Borders Command
Drawing Borders
Drawing A Border Grid
Erasing Borders
Formatting The Drawing Pencil

Essential Functions

Key Worksheet Functions
Using IF With Text
Using IF With Numbers
Nesting IF Functions
The CHOOSE Function
The LOOKUP Function
Using Counting Functions
The Round Function
Rounding Up And Rounding Down
Manipulative Functions
The MOD Function
The TODAY Function
The NOW Function
The DATE Function
The PMT Function

Complex Formulas

Scoping A Formula Long-Hand
Formulas
Preparing For Complex Formulas
Creating The Base Formula
Adding More Operations
Editing A Complex Formula
Adding More Complexity
Copying Nested Functions
Switching To Manual Recalculation
Pasting Values From Formulas
Documenting Formulas

Financial Functions

Understanding Financial Functions
Using PMT
Using FV
Using NPV
Using PV
Using RATE
Using EFFECT
Using NOMINAL

Date and Time Functions

Understanding Date And Time
Functions
Using NOW
Using HOUR And MINUTE
Using TODAY
Calculating Future Dates
Using DATE
Using Calendar Functions
Using WEEKDAY
Using WEEKNUM
Using WORKDAY
Using EOMONTH

Defined Names

Understanding Defined Names
Defining Names From Worksheet
Labels
Using Names In Typed Formulas
Applying Names To Existing
Formulas
Creating Names Using The Name
Box
Using Names To Select Ranges
Pasting Defined Names Into
Formulas
Defining Names For Constant
Values
Creating Names From A
Selection
Scoping Names To A Worksheet
Using The Name Manager
Documenting Defined Names

Number Formatting Techniques

Applying Alternate Currencies
Applying Alternate Date Formats
Formatting Clock Time
Formatting Calculated Time
Understanding Number Formatting
Understanding Format Codes
Creating Descriptive Custom
Formats
Custom Formatting Large Numbers
Custom Formatting For Fractions
Padding Numbers Using Custom
Formatting
Aligning Numbers Using Custom
Formats
Customising The Display Of
Negative Values

Conditional Formatting

Understanding Conditional
Formatting
Formatting Cells Containing Values
Clearing Conditional Formatting

More Cell Formatting Options
Top Ten Items
More Top And Bottom Formatting
Options
Working With Data Bars
Working With Colour Scales
Working With Icon Sets
Understanding Sparklines
Creating Sparklines
Editing Sparklines

Goal Seeking

Understanding Goal Seeking
Using Goal Seek

The Quick Analysis Tools

Understanding Quick Analysis
Quick Formatting
Quick Charting
Quick Totals
Quick Sparklines
Quick Tables

Worksheet Tables

Understanding Tables
Creating A Table From Scratch
Working With Table Styles
Inserting Table Columns
Removing Table Columns
Converting A Table To A Range
Creating A Table From Data
Inserting Or Deleting Table Records
Removing Duplicates
Sorting Tables
Filtering Tables
Renaming A Table
Splitting A Table
Deleting A Table

Pivot Tables

Understanding PivotTables
Recommended Pivot Tables
Creating Your Own PivotTable
Defining The PivotTable Structure
Filtering A PivotTable
Clearing A Report Filter
Switching PivotTable Fields
Formatting A PivotTable
Understanding Slicers
Creating Slicers
Inserting A Timeline Filter

Chart Elements

Understanding Chart Elements
Adding A Chart Title
Adding Axes Titles
Repositioning The Legend
Showing Data Labels
Showing Gridlines



Formatting The Chart Area

Adding A Trendline

Adding Error Bars

Adding A Data Table

Chart Object Formatting

Understanding Chart Formatting

Selecting Chart Objects

Using Shape Styles

Changing Column Colour Schemes

Changing The

Colour Of A Series

Changing Line Chart Colours

Using Shape Effects

Colouring The Chart Background

Understanding The Format Pane

Using The Format Pane

Exploding Pie Slices

Changing Individual Bar Colours

Formatting Text

Formatting With WordArt

Changing WordArt Fill

Changing WordArt Effects

FOR MORE INFORMATION CONTACT

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