



Microsoft Excel 2016 – Level 3

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION

The skills and knowledge acquired in Microsoft Excel 2016 -Level 3 are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and advanced PivotTable techniques, macros, and much more.

LEARNING OUTCOMES

Participants who complete this course should be able to:

- modify Excel options
- protect data in worksheets and workbooks
- import data into Excel and export data from Excel
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- create summaries in your spreadsheets using subtotals
- use the Data Consolidation feature to combine data from several workbooks into one
- create, use and modify data tables
- create and work with scenarios and the Scenario Manager
- create and edit a PivotChart
- construct and operate PivotTables using some of the more advanced techniques
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- use a range of Information functions
- use a range of text functions
- create and use a range of controls in a worksheet
- share workbooks with other users
- create recorded macros in Excel

COURSE CONTENT

This course covers the following areas:

Setting Excel Options

Understanding Excel Options
Personalising Excel
Setting The Default Font
Setting Formula Options
Understanding Save Options
Setting Save Options
Setting The Default File Location
Setting Advanced Options

Protecting Data

Understanding
Data Protection
Providing Total Access To Cells
Protecting A Worksheet
Working With A Protected Worksheet

Disabling Worksheet Protection
Providing Restricted Access To Cells
Password Protecting A Workbook
Opening A Password Protected Workbook
Removing A Password From A Workbook

Importing and Exporting

Understanding Data Importing
Importing From An Earlier Version
Understanding Text File Formats
Importing Tab Delimited Text
Importing Comma Delimited Text
Importing Space Delimited Text
Importing Access Data
Working With Connected Data

Unlinking Connections
Exporting To Microsoft Word
Exporting Data As Text
Inserting A Picture
Modifying An Inserted Picture

Data Linking

Understanding Data Linking
Linking Between Worksheets
Linking Between Workbooks
Updating Links Between Workbooks

Grouping and Outlining

Understanding Grouping And Outlining
Creating An Automatic Outline
Working With An Outline



Creating A Manual Group
Grouping By Columns

Summarising and Subtotalling

Creating Subtotals
Using A Subtotalled Worksheet
Creating Nested Subtotals
Copying Subtotals
Using Subtotals With AutoFilter
Creating Relative Names For Subtotals
Using Relative Names For Subtotals

Data Consolidation

Understanding Data Consolidation
Consolidating With Identical Layouts
Creating A Linked Consolidation
Consolidating From Different Layouts
Consolidating Data Using The SUM Function

Data Tables

Understanding Data Tables And What-If Models
Using A Simple What-If Model
Creating A One-Variable Table
Using One-Variable Data Tables
Creating A Two-Variable Data Table

Scenarios

Understanding Scenarios
Creating A Default Scenario
Creating Scenarios
Using Names In Scenarios
Displaying Scenarios
Creating A Scenario Summary Report
Merging Scenarios

PivotCharts

Inserting A PivotChart
Defining The PivotChart Structure
Changing The PivotChart Type
Using The PivotChart Filter Field Buttons
Moving PivotCharts To Chart Sheets

PivotTable Features

Using Compound Fields
Counting In A PivotTable
Formatting PivotTable Values
Working With PivotTable Grand Totals
Working With PivotTable Subtotals
Finding The Percentage Of Total
Finding The Difference From

Grouping In A PivotTable
Creating Running Totals
Creating Calculated Fields
Providing Custom Names
Creating Calculated Items
PivotTable Options
Sorting In A PivotTable

Advanced Filters

Understanding Advanced Filtering
Using An Advanced Filter
Extracting Records With Advanced Filter
Using Formulas In Criteria
Understanding Database Functions
Using Database Functions
Using DSUM
Using The DMIN Function
Using The DMAX Function
Using The DCOUNT Function

Validating Data

Understanding Data Validation
Creating A Number Range Validation
Testing A Validation
Creating An Input Message
Creating An Error Message
Creating A Drop Down List
Using Formulas As Validation Criteria
Circling Invalid Data
Removing Invalid Circles
Copying Validation Settings

Information Functions

Understanding Information Functions
Using The CELL Function
Using The ISBLANK Function
Using The ISERR Function
Using The ISODD And ISEVEN Functions
Using The ISNUMBER And ISTEXT Functions
Using The TYPE Function

Text Functions

Understanding Text Functions
Using The PROPER Function
Using The UPPER And LOWER Functions
Using The CONCATENATE Function
Using The LEFT And RIGHT Functions
Using The MID Function
Using The LEN Function
Using The SUBSTITUTE Function

Using The T Function
Using The TEXT Function
Using The VALUE Function

Controls

Understanding Types Of Controls
Understanding How Controls Work
Preparing A Worksheet For Controls
Adding A Combo Box Control
Changing Control Properties
Using The Cell Link To Display The Selection
Adding A List Box Control
Adding A Scroll Bar Control
Adding A Spin Button Control
Adding Option Button Controls
Adding A Group Box Control
Adding A Check Box Control
Protecting A Worksheet With Controls

Sharing Workbooks

Sharing Workbooks Via The Network
Sharing Workbooks Via OneDrive
Saving To OneDrive
Sharing Workbooks
Opening Shared Workbooks
Enabling Tracked Changes
Accepting Or Rejecting Changes
Disabling Tracked Changes
Adding Worksheet Comments
Navigating Worksheet Comments
Editing Worksheet Comments
Deleting Comments
Recorded Macros

Understanding Excel Macros

Setting Macro Security
Saving A Document As Macro Enabled
Recording A Simple Macro
Running A Recorded Macro
Relative Cell References
Running A Macro With Relative References
Viewing A Macro
Editing A Macro
Assigning A Macro To The Toolbar
Running A Macro From The Toolbar
Assigning A Macro To The Ribbon
Assigning A Keyboard Shortcut To A Macro
Deleting A Macro
Copying A Macro



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