



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

EXCEL 2016 ADVANCED – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>The skills and knowledge acquired in Microsoft Excel 2016 - Advanced are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and PivotTables, macros, and much more.</p>	<ul style="list-style-type: none"> • 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 • Understand and create simple PivotTables • Construct and operate PivotTables using some of the more advanced techniques • Create and edit a PivotChart • Use advanced filters to analyse data in a list • Use a variety of data validation techniques • Create and use a range of controls in a worksheet • Share workbooks with other users • Create recorded macros in Excel 	<p>Expand their skills and knowledge in using Microsoft Excel in order to apply more complex formulas, functions along with other more advance level uses of Microsoft Excel 2016.</p>



COURSE DETAILS	
<p>Delivery</p>	<p>This course is delivered as a face-to-face instructor led training sessions. Our courses can be customised to suit your particular requirements.</p>
<p>Duration and Location</p>	<p>Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.</p>
<p>Fees and Inclusions</p>	<p>Please contact Peak Services for course fees or a proposal for on-site/in-house training.</p>



<p>PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS</p>	<p>REGISTER NOW 07 3000 2148 FIND OUT MORE training@wearepeak.com.au wearepeak.com.au</p>
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COURSE ELEMENTS

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

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

PIVOTTABLES

- Understanding PivotTables
- Recommended PivotTables
- 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

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 PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting in a PivotTable

PIVOTCHARTS

- Inserting a PivotChart
- Defining the PivotChart Structure
- Changing the PivotChart Type
- Using the PivotChart Filter Field Buttons
- Moving PivotCharts to Chart Sheets

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



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COURSE ELEMENTS

GROUPING AND OUTLINING CON.

- Creating a Manual Group
- Grouping by Columns

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

PIVOTTABLES CON.

- Inserting a Timeline Filter
- Challenge Exercise
- Challenge Exercise Sample

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

VALIDATING DATA CON.

- Copying Validation Settings

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