

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

## EXCEL 2016 INTERMEDIATE – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
Users of Excel 2016 who need to increase their skill level in this program to enable themselves to expand their knowledge and learn how to create more productive workbooks. Our course covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like goal seeking.	<ul style="list-style-type: none"> <li>Use filling techniques</li> <li>Use a range of techniques to work with worksheets</li> <li>Apply a variety of page setup techniques</li> <li>Apply borders to cells and ranges in a worksheet</li> <li>Use common worksheet functions</li> <li>Create more complex formulas and functions</li> <li>Create and use defined names in a workbook</li> <li>Apply a range of number formatting techniques to worksheet cells</li> <li>Apply conditional formatting to ranges in a worksheet</li> </ul>	Expand their skills and knowledge in using Microsoft Excel in order to apply more complex formulas, functions along with other more intermediate level uses of Microsoft Excel 2016.



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



<b>PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS</b>	<b>REGISTER NOW 07 3000 2148 FIND OUT MORE <a href="mailto:training@wearepeak.com.au">training@wearepeak.com.au</a> <a href="http://wearepeak.com.au">wearepeak.com.au</a></b>
--	--

## COURSE ELEMENTS

<b>FILL TECHNIQUES</b> <ul style="list-style-type: none"> <li>Creating a Custom Fill List</li> <li>Modifying a Custom Fill List</li> <li>Extracting With Flash Fill</li> <li>Deleting a Custom Fill List</li> <li>More Complex Flash Fill Extractions</li> <li>Extracting Dates and Numbers</li> </ul>	<b>DEFINED NAMES</b> <ul style="list-style-type: none"> <li>Understanding Defined Names</li> <li>Defining Names From Worksheet Labels</li> <li>Using Names in Typed Formulas</li> <li>Applying Names to Existing Formulas</li> <li>Creating Names Using the Name Box</li> <li>Using Names to Select Ranges</li> </ul>	<b>WORKSHEET TABLES</b> <ul style="list-style-type: none"> <li>Understanding Tables</li> <li>Creating a Table From Scratch</li> <li>Working With Table Styles</li> <li>Inserting Table Columns</li> <li>Removing Table Columns</li> <li>Converting a Table to a Range</li> <li>Creating a Table From Data</li> </ul>
--	---	--



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

## COURSE ELEMENTS

### 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
- 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

### DEFINED NAMES CON.

- 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

### WORKSHEET TABLES CON.

- Inserting or Deleting Table Records
- Removing Duplicates
- Sorting Tables
- Filtering Tables
- Renaming a Table
- Splitting a Table
- Deleting a Table

### 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

### THE QUICK ANALYSIS TOOLS

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



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

## COURSE ELEMENTS

### APPLYING BORDERS CON.

- Using the More Borders Command
- Drawing Borders
- Drawing a Border Grid
- Erasing Borders
- Formatting the Drawing Pencil

### 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