Microsoft Excel 2016
Advanced

Oaks Training®
A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

In this 2-day hands-on guided course you will learn how to write advanced excel formulas, auditing and debugging errors in formulas and to combine formulas with conditional formatting to highlight data meaningfully. To have a good understanding of Excel features like templates, tables and how to establish relationship between tables to create impressive workbooks for reporting.

Be amazed by some of the advanced pivot table features like data model to integrate data from multiple tables, with grouping, slicers and timeline to analyse massive amounts of data with just a few clicks. Exploring the power of database tools, consolidation of data from different worksheets, validation of data, analysing data with Sparkline and the what-if Analysis tools, and knowing how to automate tasks in Excel through macro recording.

You will also get a peek into the timesaver Quick Analysis tools, New Templates and Smart Lookup features that are available in Excel 2016 version. Designed with exercises to enforce what is taught to give you better understanding of Excel's functionality.

This Course is For
Learners who have attended our Microsoft Excel 2016 Basic to Intermediate course or for users with good working knowledge and experience in using Microsoft Excel 2010/2013.

Public Sector: Division 1, 2 & 3
Private Sector: Applicable to All

Duration
2 Days (14 hours)

Course Fee (after GST)

S$353.10

Check the website for up-to-date course details and pricing

Eligible for
✓ SkillsFuture Credit   ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0041241**

Certificate of Attendance will be given subject to 90% attendance.

No Exam! Ample hands on practice to master lessons taught.

Local native speaking Trainers with more than 20 years of experience

Register now:

| E-mail/Fax with Registration form | • | Online Sign Up via our website here | • | Via HRMS-2 / ACE System* | • | Call Us 6423-1183 |

*For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKEAX6** and Course Date. Be sure to inform them that the Training Provider is **Oaks Training***

Supported by: **VITAL** shared services   **SkillsConnect SDF** Approved Course

Course Outline

Working with Template
- Create/Edit/Delete a Template
- Apply an Online Template/Created Template

Data Validation
- Set Data Validation
- Specify Input Message / Error Alert
- Data Validation Drop List
- Circle Invalid Data / Clear Validation Circles

Data Consolidation
- Consolidate Data by Category/Position
- Add a Source Area to a Summary Area
- Change/Delete a Reference List
- Create Links in a Consolidation

Advanced Functions
- Working with IF and Nested IF Function
- IFs with the Insert Function
- IF (AND) and IF (OR) Functions
- CountIF / SumIF / VLookup / HLookup Function

Working with Database
- Sorting
- Sort by Cell Colour / Font Colour / Custom List
- Visible Table Headers
- Filter Data / Use New Search Box
- Custom Filter / Advanced Filter
- Clear Filter / Display the Filtered Data
- Subtotals / Outlining a Worksheet

Working with Table
- Create/Name a Table
- Visible Table Headers
- Change the Table Styles
- Sort/Filter/Clear the Table
- Turn on the Total Row
- Add/Clear Summary Calculation
- Insert/Delete a Row & Column
- Change the Label of a Column
- Enter Formula in Table
- Remove Duplicate Rows
- Insert/Delete Slicer
- Filter Data with Slicer / Clear Filter from Slicer
- Change the Color of the Slicer
- Convert Table to Range

Working with Pivot Table
- Create/Edit/Update a Pivot Table
- Filtering Data by Creating Page Fields
- Creating a Chart from Pivot Table
- Formatting/Customize a Pivot Table
- Using Search Box to Filter Data in a Pivot Table
- Creating Fill Down Labels in a Pivot Table
- Slicers in a Pivot Table
- Built Relationship between Tables

Auditing Tools
- Trace Cell Precedents/Dependents/Cell Errors
- Remove Tracer Arrows

What-If Analysis
- Scenario / Goal Seek / Sparklines

Working with Macros
- Set Up the Developer Tab
- Record/Run/Edit/Delete
- Add/Remove a Macro to/from Quick Access Toolbar or Tab

Customizing the Ribbon
- Changing Default Tabs, Groups or Commands
- Add a Custom Tab / Custom Group
- Rename a Custom Tab or Group
- Add/Remove a Command in a Group
- Hide Default or Custom Tab
- Remove a Custom Tab or Group
- Change the Order of the Tab or Group
- Reset the Ribbon
- Import/Export a Customized Ribbon

Course Track

Microsoft Excel 2016
Your First Step to Excel

Basic to Intermediate

Advanced

Pivot Table   Power Function   VBA Programming

VBA Advanced