Microsoft
Excel 2016
Basic to Intermediate

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

This 2-days hands-on basic to intermediate course covers all the basics you need, to enter data and build organized spreadsheets. It also provides you the guidance of how to create a proper database, organizing your data such that it can be used to work with multiple worksheets. You will also learn how to format your data appearance, create cell referencing between cells in different worksheets or workbooks.

You will also get to learn the effectiveness of Excel in applying and deriving mathematical results quickly and easily in many day-to-day calculations for reports to enable you to be more productive at work. This is done by showing you how to create formula and basic Excel functions to perform calculations. You will also be taught how to use the new feature "Do Things Quickly". You will discover new chart types in Excel 2016.

A hands-on based course coupled with exercises to allow you to practice on lessons taught to enforce understanding on Microsoft Excel and experience Excel's automatic updates capabilities replacing the need for manual calculations and the calculator.

This Course is For
Learners with zero to little knowledge on Microsoft Excel 2016.

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-0041242**

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: **VTLOKEBX6** 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

Getting Started
- Starting Microsoft Excel /Tell Me
- Customizing the Quick Access Toolbar
- Moving About In a Worksheet
- Create/Save a New Workbook
- Open/Close a Workbook
- Quick Retrieval of Frequently Used Workbooks

Handling Data
- Data Types/Enter Data/Edit Cell Contents
- Clear Content, Format & Comments from Cells
- Locate Specific Cell Content
- Insert Blank Cells, Rows and Columns
- Delete Cells, Columns and Rows
- Change Column Width
- Using Undo and Redo
- Move or Copy Cell Data/Paste Special
- Using Auto Fill/Flash Fill
- Create a Custom Fill Series

Formatting Data and Content
- Apply and Modify Cell Formats / Cell Styles
- Apply Cell Styles / Create a Custom Cell Style
- Modify/Delete a Style
- Merging Styles from Other Workbooks
- Conditional Formatting

With Reference and Hyperlink
- Create a Reference between Cells
- Automatic/Manual update of References
- Break a Reference
- Create Reference between Cells with Paste Link
- Create Hyperlinks

Managing Workbook
- Set the Number of Worksheets
- Select Worksheets
- Insert/Rename/Delete a Worksheet
- Add Colour to Worksheet Tabs
- Hide/Unhide/Copy/Move a Worksheet
- Move/Copy a Worksheet to Another Workbook
- Filling Data Across Worksheets
- Understanding Different Views in Excel
- Working with Zoom Levels
- Split and Freeze Panes

Using Formulas and Functions
- Set Autocalculate / Enter a Formula
- Cell Addressing / Naming Cells
- Modify/Delete the Named Cells
- Create a 3D Formula
- Using Common Math and Statistical Functions
- Text Functions / DATEDIF Function

Working with Charts
- Create/Resize/Move/Delete a Chart
- Change Source Data
- Switch Row and Column
- Reselect Data Range
- Select Source Data from Different Worksheets
- Change Chart Layout/Chart Type
- Chart Formatting / Plot the Secondary Axis
- Save the Formatting As a Chart Template
- Filter Directly From the Chart

Previewing and Printing
- Preview a Worksheet
- The Print Stage View / Page Break Preview
- Print Selection/Active Worksheets/Workbook
- Page Settings / Set Margins
- Set Custom Headers and Footers
- Change Sheet Settings

Collaborating
- Add/Edit/Delete a Comment
- Hide/Show/Print Comments
- Protect a Workbook from Viewing or Editing
- Protect Worksheet Elements from All Users
- Remove Worksheet/Workbook Protection
- Protect Workbook Elements

Course Track

Microsoft Excel 2016
Your First Step to Excel

Basic to Intermediate

Advanced

Pivot Table   Power Function   VBA Programming

VBA Advanced