ENVISAGE TRAINING

Microsoft Excel (Advanced)

2016

Topics Covered:

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
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
Inserting a Timeline Filter
Challenge Exercise
Challenge Exercise Sample
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
Copying Validation Settings
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

Course Details:

Duration:

1 Day

Who should attend:

The skills and knowledge acquired in this workshop are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and PivotTables, macros, and much more.

Course Pre-requisites:

This workshop assumes the participant has an Intermediate level of Microsoft Excel knowledge.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- ➢ Microsoft Excel Data Analysis
- ➢ Microsoft Excel Power Pivot
- ➢ Microsoft Office

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