



LightSparc | Training

No. 3 High Street, Castries, Saint Lucia
(758) -451-8918 / (758) -519-1898
www.lightsparc.com

Microsoft Excel 2016 Training Programme

Audience: This course is designed for new users of Excel, or those whom have been self taught. We cover all aspects of creating a spreadsheet including writing formulae.

Course Duration: This is a 6 day Excel 2016 Intermediate Course. Training runs on Mondays and Wednesdays from 5:30PM to 8:30PM

Course Objectives: After the course, you will be able to:

- Create and maintain spreadsheets
- Create and edit formulae
- Format and print worksheets
- Perform basic list management tasks

Requirements: You do not need any previous knowledge of Excel, but should have basic windows, keyboard and mouse skills

Course Locations / Schedule: This course can be run onsite, or at our training facility or any preferred location in Saint Lucia. The course is run on a date that suits you, however we also do public scheduled courses.

COURSE OUTLINE

Spreadsheet Principles

- What is a spreadsheet?

Screen Layout and Excel Basics

- Ribbon
- Understanding Workbooks, Worksheets, Rows, Columns, cells
- Various selection techniques
- Understanding various Mouse shapes
- Tabs
- Groups
- Dialog Box Launchers
- Quick Access Toolbar (QAT)
- Customizing QAT
- Formula Bar Customization

- Live Preview
- Contextualized tabs
- File Tab (Backstage View)
- Zoom Feature
- Page Layout View
- Full Screen View
- Access Keys (Shortcut keys)
- Saving, File types, File Compatibility (with earlier Versions)
- Getting Help
- Various selection techniques
- Pinning Recent Files

Entering, Selecting and Editing Data

- Entering , Editing and Deleting information in cells (Text, Date, and numbers)
- Entering Auto Lists
- Using Fill handle to create simple lists
- Creating custom lists
- Deleting Rows, Columns and Cells
- Inserting Rows, Columns and Cells
- Inserting , Deleting, Moving, Copying and Renaming Sheets
- Various Navigation Techniques using Scroll bar, Keyboards and Go To command
- Using the Paste Preview

Creating Formulae and Functions

- Concept
- Creating Formulae
- Editing Existing Formulae
- BODMAS: Mathematical Order
- Copying Formulae
- Understanding Relative Referencing
- Understanding Absolute Referencing
- Using the Auto sum Feature
- Common Basic Functions : SUM, MIN, MAX, AVERAGE, COUNT, COUNTA
- Using the Formulas Tab

Formatting Cells, Rows, Columns and Sheets

- Formatting Cells
- Number Formatting
- Date Formatting
- Text Formatting
- Cell Alignment And Orientation
- Wrap text
- Applying borders and shading
- Border drawing
- Clearing Formats
- Changing Column Widths
- Changing Row Heights
- Changing sheet Tab Colours
- Using Format Painter

Data Sort and Filter

- Sorting Data
- Auto Filter

Charts/Graphs

- Creating Simple Charts
- Editing Charts
- Formatting Charts

Printing

- Print Preview
- Page Orientation
- Adding Headers and Footers
- Printing A Selection
- Setting A Print Area
- Scaling
- Adjusting page breaks using Page Break Preview
- Repeating columns and rows
- Changing Margins
- Center On Page

Recapping Basics

- Absolute, Relative References Basic calculations

Recap Linking

- Inserting and deleting sheets
- Changing the default number of workbook sheets

Naming Cell Ranges

- Concept And Purpose
- Naming Individual Cells
- Naming Range Of Cells
- Deleting And Amending Named Ranges
- Using Name Ranges in Formulae/Functions
- Named Ranges As Navigation Aid

Linking Sheets and Files

- Changing the default number of workbook sheets
- 3D Calculations
- Linking sheets in the same file
- Linking different Excel files
- Using Edit, Links
- Viewing Different Files On One Screen
- Saving a workspace

- Window Split
- Freeze Panes
- Viewing Different Parts Of The Sheet On One Screen
- Watch Window

Conditional Functions

- Benefits And Purpose
- IF Statements
- Nested If
- SUMIF And SUMIFS
- AVERAGEIF And AVERAGEIFS
- COUNTIF and COUNTIFS
- ISERROR And IFERROR
- Nesting IF WITH AND, OR

Applying and Managing Conditional Formatting

- Data Bars
- Colour Scales
- Icon Sets
- Top/Bottom

Basic Lookup Functions

- Vertical Lookup (VLOOKUP)
- Horizontal Lookup (Hookup)

Essential List Management

- Sorting Data (By Values, By Cell Colour, By Font Colour, By Cell Icons)
- Multi Column Sort
- Filter (By Values, By Cell Colour, By Font Colour, By Cell Icons)
- Multi Column Filter
- Advanced Filter
- Adding Subtotals
- Freeze Panes
- Group and Outline
- Data Form
- Format As Table Feature
- Data Consolidation

Formulae Auditing Formula View

- Tracing Precedents
- Tracing Dependents
- Using Watch Window
- Go To Special...

Charts/Graphs Advanced Techniques

- Creating Chart Using Shortcut Keys
- Saving Custom Chart as Templates
- Setting Chart as Default
- Applying Trend lines
- Formatting and Editing Series, Plot Area, Data Points Chart Area, legends, etc...
- Using Spark lines (Line, Column, Win/Loss)