

Microsoft Excel 2016 - Intermediate

Code INF1616

Table of Contents

Filling Data

Understanding Filling
Filling a Series
Filling a Growth Series
Filling a Series Backwards
Filling Using Options
Creating a Custom Fill List
Modifying a Custom Fill List
Deleting a Custom Fill List
Extracting With Flash Fill
More Complex Flash Fill Extractions
Extracting Dates and Numbers

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
Using the More Borders Command
Drawing Borders

Drawing a Border Grid
Erasing Borders
Formatting the Drawing Pencil

Essential Functions

Key Worksheet Functions
Using IF With Text
Using IF With Numbers
Nesting IF Functions
The CHOOSE Function
The LOOKUP Function
Using Counting Functions
The ROUND Function
Rounding Up and Rounding Down
Manipulative Functions
The MOD Function
The TODAY Function
The NOW Function
The DATE Function
The PMT Function

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

Defined Names

Understanding Defined Names
Defining Names From Worksheet Labels
Using Names in Typed Formulas
Applying Names to Existing Formulas
Creating Names Using the Name Box
Using Names to Select Ranges
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

The Quick Analysis Tools

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

Worksheet Tables

Understanding Tables
Creating a Table From Scratch
Working With Table Styles
Inserting Table Columns
Removing Table Columns
Converting a Table to a Range
Creating a Table From Data
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

Microsoft Excel 2016 - Intermediate



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