



TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

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Let's Reach For Excellence!

Microsoft Excel 2016

Duration: 03 days

This course will teach you how to use Excel's advanced features to streamline your work. By the end of the course, you'll be able to create sophisticated business tools.



COURSE OUTLINE

Session 1: Tables and Ranges

- Apply a simple filter to a range
- Apply a top 10 and custom filter to a range
- Apply an advanced filter with multiple OR criteria
- Apply an advanced filter with complex criteria
- Extract unique records using an advanced filter
- Convert to range into a table and add a total row
- Format a table using table styles and convert a table into a range
- Sort a range or table by rows
- Sort a range by columns
- Sort a range or table by custom list
- Name a table and create an automatic structured table reference

Session 2: Data Integrity, Subtotals and Validations

- Split fixed width data using Text to Columns
- Split delimited data using Text to Columns
- Automatically subtotal a range
- Create nested subtotals
- Consolidate data from multiple data ranges
- Use data consolidation to generate quick subtotals from tables

Session 3: Advanced Functions

- Use the IF logic function
- Use the SUMIF & COUNTIF functions to create conditional totals
- Use the SUMIFS & COUNTIFS functions to create conditional totals
- Use the AND and OR functions to construct complex Boolean criteria
- Use the TEXT function to format numerical values as strings
- Extract text from fixed width strings using the LEFT, RIGHT and MID functions
- Extract text from delimited strings using the FIND and LEN functions
- Use a VLOOKUP function for an exact lookup
- Use an IFERROR function to suppress error messages
- Use a VLOOKUP function for an inexact lookup

Session 4: Using Names and the Formula Auditing Tools

- Automatically create single-cell range names
- Manually create single cell range names and named constants
- Use range names to make formulas more readable
- Automatically create range names in two dimensions
- Use intersection range names and the INDIRECT function
- Create dynamic formula-based range names using the OFFSET function
- Create table-based dynamic range names
- Create two linked drop-down lists using range names

- Audit a formula by tracing precedents
- Audit a formula by tracing dependents
- Use the watch window to monitor cell values

Session 5: Making Your Worksheets Look Professional

- Use simple conditional formatting
- Manage multiple conditional formats using the Rules Manager
- Bring data alive with visualizations
- Create a formula driven conditional format

Session 6: Charts and Graphics

- Understand chart types, layouts and styles
- Create a simple chart with two clicks
- Move, re-size, copy and delete a chart
- Create a chart using the Recommended Charts feature
- Add and remove chart elements using Quick Layout
- Apply a pre-defined chart style and color set
- Manually format a chart element
- Format 3-D elements and add drop shadows
- Move, re-size, add, position and delete chart elements
- Apply a chart filter
- Change a chart's source data
- Assign non-contiguous source data to a chart
- Understand Data Series and Categories
- Change source data using the Select Data Source dialog tools
- Chart non-contiguous source data by hiding rows and columns
- Create a chart with numerical axes
- Deal with empty data points
- Add data labels to a chart
- Add data labels from a range
- Highlight specific data points with color and annotations
- Add gridlines and scale axes
- Emphasize data by manipulating pie charts
- Create a chart with two vertical axis
- Create a combination chart containing different chart types
- Add a trend line
- Add a forecast sheet
- Add a gradient fill to a chart background
- Create your own chart templates

Session 7: PivotTables

- Create a one dimensional pivot table report from a table

- Create a grouped pivot table report
- Understand pivot table rows and columns
- Use an external data source
- Understand the PivotTable data cache
- Apply a simple filter and sort to a pivot table
- Use report filter fields
- Filter a pivot table visually using slicers
- Add a timeline to a PivotTable
- Use slicers to create a data-driven interface
- Use report filter fields to automatically create multiple pages
- Format a pivot table using PivotTable styles
- Create a custom PivotTable style
- Understand pivot table report layouts
- Add/remove subtotals and apply formatting to pivot table fields
- Display multiple summations within a single pivot table
- Add a calculated field and item to a pivot table
- Group by Text & Date
- Group by numeric value ranges
- Show row data by percentage of total rather than value
- Create a pivot chart from a pivot table
- Embed multiple pivot tables onto a worksheet
- Use slicers to filter multiple pivot tables