



Let's Reach For Excellence!

TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

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Microsoft Excel 2016: Customized Skills

Duration: 02 days

Level: Intermediate

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.



CONTENTS

Session 1: Making Your Worksheets Look Professional

- Format dates
- Format numbers using built-in number formats
- Create custom number formats
- Use cell styles and change themes
- Use simple conditional formatting
- Manage multiple conditional formats using the Rules Manager
- Bring data alive with visualizations
- Create a formula driven conditional format

Session 2: 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 or table by custom list

Session 3: Subtotals

- Automatically subtotal a range
- Create nested subtotals

Session 4: Advanced Functions

- Use the IF logic function
- Use the AND and OR functions to construct complex Boolean criteria
- Concatenate string using the concatenation operator (&)
- 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 TODAY, DAY, MONTH and YEAR

- Time calculations (mid-night)
- Use Time(), hours, minutes and seconds
- Use the SUMIF & COUNTIF functions to create conditional totals
- Use the SUMIFS & COUNTIFS functions to create conditional totals
- Use a VLOOKUP function for an exact lookup
- Use an IFERROR function to suppress error messages
- Use a VLOOKUP function for an inexact lookup
- Use INDEX, MATCH function

Session 5: PivotTables & Pivot Charts

- Create a one-dimensional pivot table report from a table
- Create a grouped pivot table report
- Understand pivot table rows and columns
- 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
- Understand pivot table report layouts
- Add/remove subtotals and apply formatting to pivot table fields
- Display multiple summations within a single pivot table
- Group by Text
- Group by 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