



TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

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Let's Reach For Excellence!

Microsoft Excel 2016: Expert Skills (Part 1)

Duration: 02 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
- Apply an advanced filter with function-driven criteria
- Extract unique records using an advanced filter
- Add totals using Quick Analysis
- Add percentage and running totals Quick Analysis
- Convert to range into a table and add a total row
- Format a table using table styles and convert a table into a range
- Create a custom table style
- 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
- Validate numeric data
- Create user-friendly messages for validation errors
- Create data entry input messages
- Add a table-based dynamic list validation
- Use a function-driven custom validation to enforce complex business rules
- Remove duplicate values from a range or table
- Use a custom validation to add a unique constraint to a column

Session 3: Advanced Functions

- Use the IF logic function
- Use the SUMIF & COUNTIF functions to create conditional totals
- Use the DATEIF function
- Use the AND and OR functions to construct complex Boolean criteria
- Understand calculation options
- 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 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
- Understand background error checking and error checking rules
- Manually check a worksheet for errors
- Audit a formula by tracing precedents
- Audit a formula by tracing dependents
- Use the watch window to monitor cell values
- Use Speak Cells to eliminate data entry errors