

MS Excel 2016 Course Outline – Expert level

Course Objectives

This expert MS Excel course is aimed at learners who want to get the most out of MS Excel and who have a very good practical knowledge of using MS Excel.

By the end of this course you will be to create dynamic ranges, use ISERR, ISBLANK and ISNA functions and DSUM and DCOUNT. You will also take macros to another level by exploring the Visual Basic Editor and turning off screen flashing. Lastly you will explore further features with pivot tables such as filtering fields and calculated items

Estimated course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Advanced Features

- Creating a Dynamic Range Name
- Assigning a Name to a Formula
- Applying Custom Data Validation
- Using Offset Functions

More on Pivot Tables

- Creating Calculated Fields
- Creating Calculated Items
- Creating Filter Fields
- Showing Filter Page Fields
- Drilling Down into the Data
- Creating a Table From Multiple Ranges
- Grouping Fields
- Using Vlookups with Pivots

Working with Macros

- Assign a Macro to a Worksheet Control
- Exploring the Visual Basic Editor
- Making Simple Changes to a Macro
- Turn Off Screen Flashing
- Create a Worksheet Function
- Using a Worksheet Function
- Distribute a Worksheet Function

Excel Integration

- Create a Hyperlink in a Cell
- Hyperlink to a Website or File
- Hyperlink to a Location in a Workbook
- Hyperlink to a Email Address
- Add a Hyperlink to a Graphic
- Using Excel Data in Word
- Using Excel Charts in Word
- Using Excel Data as a Mail Merge

Information Functions

- ISERR
- ISERROR
- ISBLANK
- ISNUMBER
- ISNA

Database Functions

- DSUM and DCOUNT
- DMIN and DMAX
- DAVERAGE