INTERMEDIATE and ADVANCED MICROSOFT OFFICE EXCEL

by

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About this course

This proposal is for three courses that can also be sold as a combined set as we did for the 2013 versions of our Excel courses. Descriptions below for each along with link to the outline. I am working in Word 2016 and the template will not allow me to add modules to provide the content. In this Introduction to Microsoft Excel 2016 training course, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel 2016 worksheets.

This Intermediate Microsoft Excel 2016 training class is meant for students who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations. Students will also work with charts and advanced formatting including styles. This Advanced Microsoft Excel 2016 training class is designed for students to gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

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Audience profile

This course is intended for students who have little or no familiarity with Microsoft Excel 2016 or more experienced Excel users who want to learn the topics covered in this course in the 2016 interface.

At course completion

After completing this course, students will be able to:
- Create basic worksheets using Microsoft Excel 2016.

- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.
- Learn how to use handy features new in 2016.
- Create pivot tables and charts.
- Learn to trace precedents and dependents.
- Convert text and validate and consolidate data.
- Collaborate with others by protecting worksheets and workbooks.
- Create, use, edit, and manage macros.
- Import and export data.

Course details

Intermediate Microsoft Excel 2016

Module 1: Advanced Formulas
This module explains how to work with formulas.
Lessons
- Using Named Ranges in Formulas
- Naming a Single Cell
- Naming a Range of Cells
- Naming Multiple Single Cells Quickly
- Using Formulas That Span Multiple Worksheets
- Using the IF Function
- Using AND/OR Functions
- Using the SUMIF, AVERAGEIF, and COUNTIF Functions
- Using the PMT Function
- Using the LOOKUP Function
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the CONCATENATE Function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- The UPPER Function
- The LOWER function
- The TRIM Function
- Using the LEFT, RIGHT, and MID Functions
- The MID Function
- Using Date Functions

- Using the NOW and TODAY Functions
- Creating Scenarios
- Utilize the Watch Window
- Consolidate Data
- Enable Iterative Calculations
- What-If Analyses
- Use the Scenario Manager
- Use Financial Functions

Lab : Advanced Formulas
- Using Named Ranges in Formulas
- Entering a Formula Using Data in Multiple Worksheets
- Using the IF Function
- Using the PMT Function
- Using the VLOOKUP Function
- Using the CONCATENATE Function
- Using the PROPER Function
- Using the LEFT and RIGHT Functions
- Using the YEAR, MONTH, and DAY Functions

After completing this module, students will be able to:
- Name and label cells and ranges of cells.
- Use names and labels in formulas.
- Create formulas that span multiple worksheets.
- Use the conditional IF function and its variants in formulas.
- Use the PMT function to calculate payments for loans.
- Use the LOOKUP function.
- Use the VLOOKUP function.
- Use the HLOOKUP function.
- Use the CONCATENATE function to join the contents of numerous cells.
- Use the TRANSPOSE function.
- Use the PROPER, UPPER, and LOWER functions to alter the casing of text.
- Use the LEFT, RIGHT, and MID functions to return characters from the start or end of a string, or a specific number of text characters.
- Use various date functions.

Module 2: Working with Lists
This module explains how to work with lists.
Lessons
- Converting a List to a Table

- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List
- Grouping and Ungrouping Data in a List

Lab : Working with Lists
- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

After completing this module, students will be able to:
- Convert data into tables.
- Remove duplicates from tables.
- Sort data in Excel.
- Filter data in Excel.
- Use subtotals to automatically total related data.
- Group and ungroup data.

Module 3: Working with Illustrations
This module explains how to work with illustrations.
Lessons
- Working with Clip Art
- Using Shapes
- Working with SmartArt

Lab : Working with Illustrations
- Working with Clip Art
- Adding Shapes

After completing this module, students will be able to:
- Add pictures to your worksheets.
- U use Clip Art to illustrate your worksheets.
- Insert shapes into Microsoft Excel worksheets.
- Use SmartArt to illustrate your worksheets.

Module 4: Visualizing Your Data
This module explains how to work with charts, objects, and text boxes.
Lessons
- Creating a Custom Chart Template

- Inserting Charts
- Add and Format Objects
- Insert a Text Box
- Create a Custom Chart Template

Lab : Visualizing Your Data

- Inserting Charts
- Editing Charts

After completing this module, students will be able to:

- Create charts that enable you to visualize your data.
- Choose what data is displayed in your charts.
- Show and hide data labels.
- Show and hide the legend.
- Show and hide the chart title.
- Add a picture or shape to a chart.
- Change the way text displays in a chart.
- Change the fill color of a chart.
- Add and format objects in a worksheet.

Module 5: Working with Tables

This module explains how to work with tables.

Lessons

- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Titles

Lab : Working with Tables

- Creating and Modifying a Table in Excel

After completing this module, students will be able to:

- Format data in Excel as a table.
- Modify Excel tables.

Module 6: Advanced Formatting

This module explains how work with formatting options in Excel.

Lessons

- Applying Conditional Formatting
- Working with Styles
- Creating and Modifying Templates

Lab : Advanced Formatting

- Using Conditional Formatting
- Working with Styles

After completing this module, students will be able to:

- Use conditional formatting to display cells differently based on their values.
- Quickly format tables using styles.
- Format cells using styles.

Module 7: Microsoft Excel Features that Were New in 2016

This module explains how to use some features that were new in 2016

Lessons

- New Functions in Excel 2016
- Using New Chart Tools
- Using the Quick Analysis Tool
- Using the Chart Recommendation Feature

Lab : Microsoft Excel Features that Were New in 2016

- Using the New Excel Functions
- Using the New Excel 2016 Chart Tools
- Using the Quick Analysis Tool

After completing this module, students will be able to:

- Use the new chart tools in Excel.
- Use the Quick Analysis tool.
- Use the Chart Recommendation feature.

Module 8: Features New in 2016

This module explains how to use the new charts in 2016.

Lessons

- New Charts
- Treemap
- Sunburst
- Histogram
- Waterfall
- Box and Whisker
- Pareto

Lab : None

- None

After completing this module, students will be able to:

- Use the new charts in Excel 2016.

Advanced Microsoft Excel 2016

Module 1: Using Pivot Tables

This module explains how to use Pivot Tables.

Lessons
- Creating Pivot Tables
- Inserting Slicers
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality

Lab : Using Pivot Tables
- Working with Pivot Tables
- After completing this module, students will be able to:
- Use pivot tables to analyze data.
- Edit pivot tables.
- Format pivot tables.
- Insert pivot charts.
- Use Slicers.

Module 2: Auditing Worksheets
This module explains how to audit worksheets.
Lessons
- Tracing Precedents
- Tracing Dependents
- Showing Formulas

Lab : Auditing Worksheets
- Tracing Precedents
- Tracing Dependents

After completing this module, students will be able to:
- Audit formulas.
- Trace precedents to determine which cells impact a specific cell.
- Trace dependents to determine which cells are impacted by a specific cell.
- Remove precedent and dependent arrows.
- Show formulas.
- Check for errors frequently found in formulas.

Module 3: Data Tools
This module explains how to work with data tools.
Lessons
- Converting Text to Columns
- Linking to External Data
- Controlling Calculation Options
- Data Validation
- Consolidating Data
- Goal Seek

Lab : Data Tools
- Converting Text to Columns
- Using Data Validation
- Consolidating Data

- Using Goal Seek

After completing this module, students will be able to:
- Convert text to columns.
- Use Data Validation to restrict the type of data that can be entered into a cell.
- Consolidate data from a number of different ranges into one new range.
- Use Goal Seek to figure out the value to input to obtain a specific result.

Module 4: Working with Others
This module explains how to do various tasks associated with working with others in Excel.

Lessons
- Protecting Worksheets and Workbooks
- Tracking Changes
- Marking a Workbook as Final

Lab : Working with Others
- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet
- Tracking Changes

After completing this module, students will be able to:
- Password protect a workbook.
- Password protect a worksheet.
- Password protect ranges in a worksheet.
- Use track changes.
- Accept and reject changes.
- List all changes on a new sheet.

Module 5: Recording and Using Macros
This module explains how to record and use macros.

Lessons
- Recording Macros
- Running Macros
- Editing Macros
- Adding Macros to the Quick Access Toolbar

Lab : Recording and Using Macros
- Recording a Macro
- Adding a Macro to the Quick Access Toolbar
- After completing this module, students will be able to:
- Run macros.
- Edit macros.
- Add macros to the Quick Access Toolbar.

Module 6: Random Useful Items
This module explains how to do some random useful tasks in Excel.

Lessons
- Sparklines
- Preparing a Workbook for Internationalization and Accessibility
- Importing and Exporting Files

Lab : Random Useful Items
- Inserting and Customizing Sparklines
- Importing Text Files
- Copying Data from Excel to Word
- Copying Charts from Excel to Word
- After completing this module, students will be able to:
- Insert Sparklines into worksheets.
- Customize Sparklines
- Prepare a workbook for internationalization and accessibility.
- Import text files into Microsoft Excel.
- Copy cells from a worksheet into Microsoft Word.
- Copy and paste a chart into Microsoft Word.

Module 7: Microsoft Excel Features that Were New in 2016
This module explains how to use some new features that were new in 2016
Lessons
- Using Slicers to Filter Data
- Creating a PivotTable Timeline
- Creating a Standalone PivotChart
- Workspaces in Excel 2016

Lab : Microsoft Excel Features that Were New in 2016
- Filtering Data with Slicers
- Creating a Timeline
- After completing this module, students will be able to:
- Use slicers to filter data.
- Create a PivotTable timeline.
- Create a standalone PivotChart.

Module 8: Features New in 2016
This module explains how to some new features new in 2016.
Lessons
- PivotTable Updates
- Ink Equations
- Multi-Select Option in Slicers
- Quick Shape Formatting
- Sharing with SharePoint or OneDrive
- After completing this module, students will be able to:
- Understand the enhancements to PivotTables.
- Use the Ink Equation feature.
- Use the Multi-Select option in slicers.

- Use the Quick Shape formatting.
- Share workbooks.

<u>Additional Reading</u>
- None

<u>Prerequisites</u>
- Intermediate level of Excel.

About Tary Maulana (Our Instructor):

2015

1. Co Trainer Microsoft Office Excel 2010 Intermediate to Advance di Pertamina

2. Co Trainer Windows Server 2012 R2 and Windows 8.1 di BCA

3. Co Trainer Microsoft Office Excel 2010 Advance di Astra Daihatsu

4. Co Trainer Windows 8.1 and Office 2013 Custom for Helpdesk di Bank Indonesia

5. Co Trainer Microsoft Office Excel 2010 Custom di Epson

6. Co Trainer Intermediate Microsoft Excel 2013 di Ace Jaya Konstruksi

7. Trainer Microsoft Office Excel 2010 Advance di Surya Madistrindo

8. Co Trainer Microsoft Office 2010 Intermediate Package (Word, Excel, PowerPoint, Outlook) di Surya Madistrindo

2016

1. Trainer Microsoft Office Excel 2010 Advance di Epson

2. Co Trainer Microsot Office Excel 2010 Basic to Advance di Pertamina

3. Trainer Microsoft Office Excel 2013 Intermediate – Advanced di Astra

4. Co Microsoft Office Excel Advance 2010 di Astra Life

5. Co Trainer Microsoft Excel 2010 Intermediate di Bank UOB

6. Trainer Excel 2010 level intermediate – Advance di Pertamina

2017

1. Trainer Ms. Excel 2013 Intermediate di Hashimoto Gemilang Indonesia

2. Trainer Ms. Excel 2013 Intermediate di Permodalalan Nasional Madani (Persero)

3. Trainer Ms. Excel 2013 Intermediate di Katadata Indonesia.com

4. Trainer Ms. Excel 2013 Intermediate di Alam Sutera Realty Tbk

5. Trainer Ms. Excel 2013 Intermediate CG Power System

6. Trainer Ms. Excel 2010 Intermediate di KSB Indonesia

7. Trainer Ms. Excel 2013 Advanced di Kami Gawi Berjaya (The Watch Co)

8. Trainer Ms. Excel2010 Intermedate di Amadeus Indonesia

9. Trainer Ms. Excel 2010 Advance di Sunchirin Indonesia

10. Trainer Ms. Excel 2013 Intermediate di Argenta Parakrama Artha

11. Trainer Ms. Excel 2007 Advanced diTempo Inti Media Harapan

12. Trainer Ms. Excel 2010 Intermediate di Unza Vitalis

13. Trainer Ms. Excel 2010 Intermediate di Multi Bangun Abadi

14. Trainer Ms. Excel 2007 Advanced di Kompas Gramedia Printing

2018

15. Trainer Ms. Excel 2013 Intermediate – Advanced Bank Mandiri

16. Trainer Ms. Excel 2013 Intermediate – Advanced Astra

17. Trainer Ms. Excel 2013 Intermediate – Advanced Mitsui

18. Trainer Ms. Excel,Word, Powerpoint 2016 – Advanced Telkom Testra

19. Trainer Ms. POWERPOINT 2016 Intermediate – Advanced Mitsui

Course Delivery

- This offline (face to face) course is conducted in Bahasa Indonesia.

- Training hours are from 08:00 to 16:00 WIB

- Participants will receive complete materials course.

- Participants will receive a certificate

Recommendation: **For each participant, please bring laptops to this course.**

Training Confirmation

LDI Training will provide a Confirmation Letter after we receive registration according to the required quota.

For more information please contact

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