

Ref : EB31-410

# Excel 2016

From essential to advanced skills

## Aim

Discover Excel and master all its features. From the essential to the advanced commands, this training programme, organised by topic, will make it possible for you to progress in all themes of the application (entering and formatting data, formula for simple and advanced calculations, charts, managing long tables, pivot tables and advanced tools...).

Target audience	Level required	Estimated time to complete the essential modules
Any user who wishes to discover or deepen their knowledge of Excel's features.	No prior knowledge of Excel is necessary. However, some use of the software may make it possible to progress faster.	13h 10min

## Course content

### ► The essential modules

#### Excel 2016 – Level 1: Essential skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 45 training videos, 45 exercises and 6 additional resources.

#### Get started in Excel

- You need to know: About your spreadsheet application
- Opening a workbook
- Overview of the environment
- Moving around a workbook
- You need to know: Text made easy
- Entering data
- You need to know: Selecting, copying, moving
- Selecting and deleting cells
- Undoing and redoing an action
- Column width/row height
- You need to know: Saving files
- Saving a workbook
- Modifying the contents of a cell
- Creating a new workbook

#### Set out your first Excel calculations

- Entering a calculation formula
- Calculating a sum and other basic functions
- Calculating a percentage
- Reproducing data in adjacent cells

**Look good with easy formatting**

- Simple numerical formats
- Applying a theme
- You need to know: Formatting characters
- Formatting characters
- Character font and size
- Aligning cell content
- Cell colour
- Cell borders

**Print an attractive document**

- Page layout
- Print preview and printing
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers

**Increase your efficiency**

- Using Microsoft Excel Help
- Checking spelling
- Find and replace
- Zoom
- Inserting/deleting rows, columns and cells
- Moving cells
- Copying to non-adjacent cells
- Copying cell format quickly
- Merging cells
- Orientation of cell content
- Cell styles
- Sorting data

**Multiple worksheets and various views**

- Sheet name, tab colour
- Inserting and deleting sheets, sheet background
- Moving, copying, hiding sheets
- Splitting the window, freezing a column/row
- Repeating rows/columns on printed pages
- Hiding elements of a sheet
- Summarising data with an outline

Excel 2016 – Level 2: Intermediate skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 53 training videos, 53 exercises and 5 additional resources.

**Move on to more complex tables**

- Displaying several lines of data in one cell
- Absolute reference in a formula
- Copying values, copying with a link, transposing
- You need to know: Calculating with functions
- Control date, date formats
- Simple conditions
- Custom formats
- Applying a conditional format
- Managing conditional formats
- Naming a range of cells
- Validation rules
- Multiple cell ranges and calculations in functions



**Let charts explain your data**

- You need to know: Charts
- Creating and positioning a chart
- Managing a chart
- Selecting items in a chart
- Adding and removing items
- Formatting chart items
- Modifying a chart's text items
- Legend and plot area
- Printing and page layout of a chart

**Create striking charts**

- Modifying data labels
- Data series and chart axes
- Managing series
- Chart type options
- Managing chart templates
- Creating a sparkline
- Managing sparklines

**Illustrate your data**

- Creating a drawing object
- Selecting and deleting objects
- Copying and moving objects
- Resizing a drawing object
- Modifying a text box
- Modifying a drawing
- Formatting drawing objects
- Inserting a picture
- Managing pictures
- Rotating and aligning objects
- Stacking and grouping objects

**Database functionality with an Excel table**

- Subtotal rows
- Creating and managing a table
- Presenting and sorting data in a table
- Automatic calculations in a table
- Automatic filtering
- Custom filters
- Blank cells and duplicates
- You need to know: Advanced filtering with a criteria range
- Criteria ranges
- Copying rows filtered using a criteria range
- Statistics with a criteria range
- You need to know: Flash Fill

**See your data from a different angle: pivot tables and charts**

- You need to know: Pivot tables and pivot charts
- Creating a pivot table
- Modifying a pivot table
- Selecting, copying, moving or deleting in a pivot table
- Defining the layout and the presentation of a pivot table
- Filtering and searching for data in a pivot table
- Pivot charts



## Excel 2016 – Level 3: Advanced skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 42 training videos, 42 exercises and 7 additional resources.

#### Grasped the basics? Take the next step

- Converting data
- Creating a data series
- Custom views
- Attaching a comment to a cell
- Detecting errors
- Evaluating formulas
- The Watch Window

#### Find the right function for your calculation

- Lookup functions
- Text functions
- Time calculations
- Date calculations
- Condition with AND, OR, NOT
- Nested conditions
- Conditional functions
- Array formulas
- Calculating with copied values
- Consolidation
- Financial functions
- Double entry data table

#### Learn some new functionality

- Goal seek
- The Solver
- Managing scenarios
- Hyperlinks
- Creating and customising a theme
- You need to know: Styles and templates
- Creating and working with templates
- Modifying and deleting templates
- You need to know: Exporting data
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files
- Importing data
- Updating and managing imported data
- Workbook properties

#### Share and collaborate effectively

- Protecting workbooks
- Protecting specific cells
- Sharing a workbook
- Tracking changes in a workbook
- Merging workbooks
- Finalising a workbook
- Digital signatures
- Creating a form
- Protecting and using a form

**Find out more...**

- Macros
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: Office Online and Office 365
- You need to know: Best practice with a spreadsheet application
- You need to know: Sharing a workbook

► **Complementary material**

Excel 2016 – Reference book



Online book

This module includes digital course material.