Course Description:

This Microsoft Excel Expert course teaches you how to use a variety of intermediate and advanced features to merge workbooks, perform data analysis, and audit formulas in spreadsheets. Delegates also use summary functions, create Pivot Tables and Pivot Charts, and work with macros.

Delegates who complete this course will have reviewed all the exam objectives to prepare for the Microsoft Excel 2016 Expert Exam 77-728. In order to complete the Expert course, the delegates need to have completed the Excel Advanced course at PCS.

Before undertaking the course, PCS will give you the expert training manual and access to our training quizzes. Delegates will need to use these resources to learn and revise for the exam. Once the delegate has used these resources they can come to our offices for a 1-day session at our offices to help you pass the exam.

PCS Learning Hub: PCS offer a unique service where delegates can book a time to come to our offices and use our equipment to learn the material, working at your own pace away from any distractions.

Course Prerequisites

This course assumes that delegates have completed all levels of PCS' Microsoft Excel scheduled courses, or at least have the equivalent Excel knowledge and experience. Delegates should be able to:

- Enter text, numbers, dates and times
- Create new workbooks using a template
- Format cells and worksheets
- Select a range of cells in different ways
- Split and freeze panes
- Create formulas and apply functions

- Create charts and insert graphical objects
- Use sparkline charts
- Create and modify tables
- Sort, filter, find and replace data
- Import and export data as text and csv data
- Customise quick access toolbar

Course Contents:

Session 1:
Advanced Formatting

- Conditional Formatting
  - Basic Conditional Formatting
  - Manage Conditional Formatting Rules
  - Custom Conditional Formatting Using a Formula
- Using Custom Cell Formats
  - Using Custom Number Formats
  - Using Custom Accounting Formats
  - Using Custom Date and Time Formats
- Internationalisation
  - Using International Currency and Number Formats
  - Using International Currency Formats
  - Using Custom and International Date and Time Formats
- User Defined Styles
  - Creating and Motoring Cell Styles
  - Custom Colour Formats
  - Custom Themes
- +Body and +Heading Fonts
- Lesson Summary
- Review Questions

Session 2:
Advanced Functions And Formulas

- Working with Named Ranges
  - Creating Named Ranges
  - Naming Tables
  - Modifying and Deleting Named Ranges
- What are Functions?
  - Using the Correct Syntax for Functions
  - Inserting Functions
- Using Lookup Functions
  - CHOOSE Function
  - INDEX Function
  - MATCH Function
  - LOOKUP Function
  - HLOOKUP and VLOOKUP Functions
- Date and Time Functions
- Checking for Formula Errors
  - Using the Error Checking Tool
  - Tracing Formula Errors
  - Evaluate Formulas
  - Manually Checking and Displaying Formulas
- Data Validation
- Lesson Summary
- Review Questions

Session 3:
Data Analysis Using Pivot Tables And Business Intelligence

- Creating and Managing Pivot Tables
  - Creating a Pivot Table
  - Format Pivot Table Data
  - Customising Pivot Tables
- Using Data Slicers with a Pivot Table
  - Group Pivot Table Data
  - Calculated Fields and Items
  - Referencing Pivot Table Data
- Pivot Charts
  - Creating a Pivot Chart
  - Changing Pivot Chart Options
  - Drilling Down a Pivot Table or Pivot Chart
  - Pivot Chart Styles
- Business Intelligence
  - Activating Power Pivot
  - Connecting Power Pivot to a Data Source
  - Power Pivot Calculated Fields
  - Manage Table Relationships
  - Using Cube Functions
- Lesson Summary
- Review Questions

Session 4:
Workbook Management Features

- Linking External Workbooks
  - Referencing Other Worksheets in Formulas
  - Linking Other Workbooks
  - Modifying Workbook Links
  - Removing Workbook Links
- Consolidating Data
- Workgroup Functions
  - Creating a Shared Workbook
  - Tracking Changes
  - Showing the History of Changes
  - Removing Shared Used of Workbooks
  - Mark as Final
- Using Comments
- Protecting Your Workbook
  - Using Passwords
  - Protecting the Worksheet
  - Allow Ranges for Editing
  - Protecting the Workbook Structure
  - Password Protecting Workbook Files
- Lesson Summary
- Review Questions

Session 5:
Advanced Charts, Functions And What-If Analysis

- Advanced Chart Elements
  - Formatting a Simple Chart
  - Add a Secondary Vertical Axis
  - Custom Chart Templates
  - Chart Trendline
- Using Advanced Functions and Features
  - Financial Functions
  - Nesting Functions
  - Conditional Logic Functions
  - Conditional Summary Functions
- What-If Analysis
  - Manual What-If Analysis
  - Using the Goal Seek Tool
  - Working with Scenarios
  - Using Cell Watch
- Structured References
- Lesson Summary
- Review Questions

Session 6:
Data Filtering, Macros And Forms

- Fill Series
- Advanced Filtering
  - Using Advanced Filters
  - Using Comparison Operators
- Working with Templates
  - Creating a Template
  - Modifying a Template
  - Deleting Templates
- Accessing Hidden Ribbon Tabs
- Macros
  - Creating a Macro
  - Copy Macros
- Adding Form Controls
  - Adding Command Buttons
  - Spin Buttons and Scroll Bars
  - Check Boxes and Option Boxes
  - List Boxes and Combo Boxes
  - Group Box
  - Text Boxes
- Changing Excel Formula Calculation Options
- Lesson Summary
- Review Questions