

FOUNDATION MODULES

1. GETTING STARTED

- What Microsoft Office Excel 2016 is
- What's new in Excel 2016
- Open and interact with Excel
- Close Excel
- Create new workbooks
- Open and close existing workbooks
- Save workbooks
- Recognize the different Excel file types
- Recognize and work with the active cell
- Select multiple cells
- Explore worksheets and workbooks
- Zoom in and out of a worksheet
- Open and use the Help interface
- Recognize the difference between online and offline Help
- Get help while in a dialog box

2. THE EXCEL INTERFACE

- Work with the Quick Access Toolbar
- Add and remove buttons on the Quick Access Toolbar
- Use the File (Backstage) menu
- Home tab
- Insert tab
- Page Layout tab
- Formulas tab
- Data tab
- Review Tab



3. EXCEL BASICS

- Work with columns, rows, cells, and ranges
- Create worksheet labels
- Enter and delete data
- Print a worksheet
- Use AutoFill, AutoSum, and AutoComplete
- Flashfill
- Work with basic formulae
- Drag and drop cells
- Cut, copy, and paste cells
- Use the Clipboard and Paste Special
- Insert and delete cells, rows, and columns
- Use undo, redo, and repeat
- Use Custom Actions
- Use the error option button
- Use the AutoFill option button
- Use the Paste Option button
- Use AutoCorrect and spell check
- Use Find and Replace
- Document a worksheet with comments

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FOUNDATION MODULES

4. EDITING YOUR WORKBOOK

- Change the size of rows or columns
- Adjust cell alignment and rotate text
- Create custom number and date formats
- Use conditional formatting
- Use the Format Painter
- Merge adjacent cells together
- Use AutoFit
- Find and replace formatting
- Add patterns, colours, and borders to a worksheet
- Work with styles and themes
- Create and format charts
- Enhance charts with drawing tools
- Change the chart type
- Change the source data for a chart
- Work with chart axes and data series
- Save a chart style/layout as a template
- Identify absolute and relative cell references



5. PRINTING AND VIEWING YOUR WORKBOOK

- Use Normal view, Page Break Preview, Page Layout view, and Full Screen view
- Manage a single window
- Create, hide, or unhide a window
- Freeze a pane
- Split a worksheet to view multiple areas at once
- Manage multiple windows
- Switch between open workbooks
- Arrange windows
- Compare workbooks side by side
- Reset windows
- Use synchronous scrolling
- Save a workspace
- Print your workbook
- Use Print Preview
- Set printer options

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INTERMEDIATE MODULES

1. ADVANCED FILE TASKS

- Navigate around your computer using Windows Explorer
- Perform some basic file management tasks in Windows Explorer
- View files in Windows Explorer
- Use the Navigation Pane in Windows Explorer
- Use AutoRecover
- Publish a workbook in PDF or XPS format
- Protect an entire workbook and a single worksheet
- Convert files in XLS format to the new XLSX format
- Save workbooks in XLS format
- Mark a workbook as final
- Encrypt the contents of a workbook
- Digitally sign a workbook
- Manage file properties
- Manage file versions
- View a summary of issues that could occur when sharing the file
- Use the Document Inspector, Accessibility Checker, and Compatibility Checker
- Set compatibility options when working with different file formats



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2. WORKING WITH FUNCTIONS AND FORMULAS

- Understand the difference between relative and absolute cell references
- Use basic mathematical operators
- Use formulas with multiple cell references
- Use the formula auditing commands
- Fix formula errors and recognize common errors
- Change error checking options
- Display and print formulas
- Recognize a function
- Search for functions included with Excel
- Add functions to your worksheet
- Use some useful and simple functions
- Use the IF function
- Work with nested functions
- Break up complex or long functions so they are easier to read
- Use functions and AutoFill together
- Recognize range names
- Define and use range names
- Use commands associated with range names
- Select non-adjacent ranges in the same worksheet
- Use AutoCalculate
- Recognize array formulas
- Define basic array formulas
- Use functions with array formulas
- Use the IF function in an array formula

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3. MANAGING TABLES

- Recognize a table and its features
- Create tables from existing ranges
- Modifying tables
- Use items in the Table Tools contextual tab
- Use the total row
- Recognize records and fields
- Add fields and records by inserting columns and rows
- Delete records or fields
- Clean up duplicate records
- Sort data in a table
- Create AutoFilters to perform custom filtering
- Use advanced filters to fine-tune filtered records
- Copy filtered records to a new location
- Filter your data using wildcard characters
- Validate your data against different criteria
- Validate your data using lists and formulas
- Recognize and use database functions

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INTERMEDIATE MODULES

4. ADDING THE FINISHING TOUCHES

- Check spelling in your worksheet
- Open and browse the Research Pane
- Use the thesaurus to look for synonyms
- Use the translator to translate words and phrases
- Set the display and editing language in Office 2010
- Use themes to make your work consistent
- Customize theme colours, fonts, and effects
- Save and manage custom theme files
- Add a text box to your worksheet
- Use commands in the Drawing Tools tab
- Edit text box contents
- Add and edit WordArt
- Add a picture to your worksheet from your computer
- Search for and add Clip Art
- Insert a screenshot
- Recognize commands in the Picture Tools tab
- Use the mini toolbar for pictures
- Resize images
- Move images around your worksheet
- Crop images
- Rotate and flip images
- Describe functionality in the Format Picture dialog



5. SHOWING DATA AS A GRAPHIC

- Add SmartArt to your worksheet
- Add text and photos to SmartArt
- Use commands on the SmartArt Tools tabs
- Edit existing SmartArt
- Change the layout of a SmartArt diagram
- Choose the colour and style for a SmartArt diagram
- Reset the SmartArt diagram back to its default settings
- Convert a SmartArt diagram into individual shapes
- Add symbols or special characters to a worksheet
- Insert an equation
- Use the Equation Tools tab to create custom equations
- Draw and edit shapes in your worksheet
- Recognize a Sparkline and its use
- Add Sparklines to your worksheet
- Use the commands on the Sparkline Tools tab
- Edit Sparkline data
- Clear Sparklines from a worksheet
- Show and hide elements of your Sparkline
- Change the Sparkline style
- Change the Sparkline and marker colours
- Set Sparkline axis options

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ADVANCED MODULES

1. GETTING THE MOST FROM YOUR DATA

- Use automatic outlining
- Display and collapse levels
- Manually group data
- Create subtotals
- Describe scenarios
- Create a scenario
- Save multiple scenarios
- Merge scenarios together
- Create a scenario summary report
- Enable data analysis tools
- Identify available analysis and add-in tools
- Use a one or two input data table
- Use Goal Seek
- Generate reports and scenarios with Solver
- Change Solver values and manage constraints
- Choose a solving method
- Use Solver as a goal seek tool
- Insert, edit, format, and use hyperlinks

2. PIVOTING DATA

- Describe and create PivotTables
- Use the contextual PivotTable Tools tabs
- Add and remove PivotTable information using the Field List
- Change the Field List layout
- Pivot data
- Expand and collapse data
- Filter, sort, group, and refresh data
- Edit a data source
- Modify PivotTable row and column labels and values
- Use the Layout group on the Design tab
- Apply a style to a PivotTable
- Change PivotTable style options
- Manually format a PivotTable
- Use the PivotTable Options dialog
- Create and use a classic PivotTable frame
- Switch to a classic PivotTable frame
- Add data to a classic PivotTable
- Pivot data in a classic PivotTable

3. CHARTING PIVOTED DATA

- Create a PivotChart from scratch or from an existing PivotTable
- Add data to a PivotChart
- Pivot chart data
- Use the PivotChart contextual tabs (Design, Layout, Format, and Analyse)
- Rename fields
- Change the chart type
- Apply a style to a chart
- Manually format chart elements
- Change the layout of chart elements



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ADVANCED MODULES

4. ADVANCED DATA MANAGEMENT AND REPORTING

- Create a PivotTable based on external data
- Refresh external data
- Create a Slicer and use the Slicer Tools tab
- Create a PivotChart based on external data
- Create a slicer for a PivotChart
- Create a scenario-based PivotTable and PivotChart
- Download, install, and use PowerPivot
- Integrate Access and Excel data using PowerPivot
- Create a PivotTable from PowerPivot data
- Create a PivotChart with PowerPivot data
- Enable and use PowerPivot
- Integrate Access and Excel data using PowerPivot
- Create a PivotTable from PowerPivot data

5. ADVANCED EXCEL TASKS

- Understand and use logical functions
- Use the IFERROR function with array formulas
- Differentiate between VLOOKUP and HLOOKUP
- Find an exact or approximate match with VLOOKUP
- Use VLOOKUP in an array formula
- Understand AutoFill lists
- Create, use, modify, and delete custom AutoFill lists
- Link, consolidate, and combine workbooks
- Pivot consolidated data using the PivotTable and PivotChart Wizard

6. MACROS, VISUAL BASIC AND EXCEL PROGRAMMING

- Record, edit, and play a macro
- Modify macro security settings
- Use the Visual Basic Editor when working with macros
- Add code and comments to macros
- Use and record relative reference macros
- Assign a keystroke to a macro
- Copy a macro from a workbook or template
- Declare variables
- Iterate over a range
- Prompt for user input
- Use If, Then, and Else statements

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