Excel 2016 - Sharing and Validating Data

The Excel 2016 - Sharing and Validating Data course covers topics included in the Microsoft Office Specialist (MOS) exam. You will learn how to add comments and share workbooks. You will also sort data and apply filters, use custom and conditional formats as well as validate data.

The estimated time to complete this course is 2 hours and 7 minutes.

Sharing Workbook Data

Using Comments

- Comments Feature
- Inserting Comments
- Reading Comments
- Editing Comments
- Displaying Comments
- Hiding Comments
- Navigating Comments
- Deleting Comments

Sharing Workbooks

- Sharing Methods
- Email Attachments
- PDF and XPS Formats
- Internet Fax
- Sharing Files on OneDrive

Organising Data

Sorting and Filtering Data

- Applying Filters
- Custom Filters
- Sorting with AutoFilter
- Removing the AutoFilter
- Sorting on One Column
- Multiple Column Sorting
- Reporting using Subtotals
- Sorting Data for Subtotals
- Adding Subtotals
- Subtotals Outline
- Removing Subtotals
- Appending Data to Worksheets
- Displaying Unique Values
- Removing Duplicates

Numeric and Conditional Formatting

Custom and Conditional Formats

- Changing Numeric Formats
- Number Format Options
- Currency Format Options
- Accounting Format Options
- Comparing Numeric Formats
- Custom Number Formats
- Conditional Formatting
- Creating Formatting Rules
- Using Icon Sets
- Clearing Rules
- Using Data Bars

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Data Validation

Validating Data

- Data Validation
- Setting Validation Criteria
- Creating Input Messages
- Creating Error Alert Messages
- Entering Data
- Data Entry Lists
- Creating Drop Down Lists
- Data Entry Lists

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