

Excel 2016 Intermediate

Length: 1 Day

Experience Needed: Excel 2016 – Introduction, or relevant experience

Summary: Students will learn to manipulate multiple Worksheets and Workbooks; create, modify, and analyze charts; and utilize Advanced Functions and Formatting.

COURSE CONTENT

1: USING MULTIPLE WORKSHEETS AND WORKBOOKS

- Using Multiple Worksheets
- Inserting New Worksheets
- Renaming Worksheets
- Deleting Worksheets
- Creating Multiple Views
- Freezing Panes
- Viewing and Arranging Multiple Worksheet Windows
- Navigating in Multiple Workbooks
- Selecting and Viewing Multiple Workbooks
- Managing Multiple Worksheets and Workbooks
- Selecting Multiple Worksheets
- Moving and Copying Data between Worksheets
- Linking Data Between Worksheets
- Creating a 3-D Formula

2: CHARTING

- Using Charts
- Creating a Chart
- Changing Chart Type, Style and Chart Sub-Type
- Changes to the Chart Source Data
- Add data to an existing chart
- Change the data in an existing chart
- Remove data from a chart
- Managing Chart Objects
- Moving and Resizing Chart Objects
- Deleting Chart Objects
- Adding Data Series and Objects to a Chart
- Changing the Chart Type

- Formatting Chart Objects
- Printing Charts

3: ADVANCED FUNCTIONS

- Creating and Using Functions
- Using Built-in Functions
- Working with Arguments: The PMT Function
- Using Dates and Times
- Using Dates in Calculations
- Using Nested Functions
- Auditing Worksheets
- Identifying the Auditing Commands
- The Watch Window
- The Formula Evaluator

4: ADVANCED FORMATTING

- Using Comments in a Worksheet
- Reviewing, Showing, and Hiding Comments
- Deleting a Comment
- Working with Styles
- Applying a Style
- Modifying Existing Styles
- Using Format Painter
- Creating Custom Number Formats
- Applying an AutoFormat (Table Format)
- Conditional Formats
- Clear conditional formats