

**Course:**

## **Microsoft Excel 2016: Basic**

---

### **Course Details**

Duration: 1.00 day

### **Summary**

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Office Excel® 2016 can help. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2016 Exam and the Excel 2016 Expert Exam.

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

### **You will:**

Get started with Microsoft Office Excel 2016.

- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

### **Introduction**

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.

### **Prerequisites**

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders.

## Outline

### Lesson 1: Getting Started with Microsoft Office Excel 2016

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Enter Cell Data
- Topic E: Use Excel Help

### Lesson 2: Performing Calculations

- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas and Functions

### Lesson 3: Modifying a Worksheet

- Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- Topic B: Search for and Replace Data
- Topic C: Use Proofing and Research Tools

### Lesson 4: Formatting a Worksheet

- Topic A: Apply Text Formats
- Topic B: Apply Number Formats
- Topic C: Align Cell Contents
- Topic D: Apply Styles and Themes
- Topic E: Apply Basic Conditional Formatting
- Topic F: Create and Use Templates

### Lesson 5: Printing Workbooks

- Topic A: Preview and Print a Workbook
- Topic B: Set Up the Page Layout
- Topic C: Configure Headers and Footers

### Lesson 6: Managing Workbooks

- Topic A: Manage Worksheets
- Topic B: Manage Workbook and Worksheet Views
- Topic C: Manage Workbook Properties

Course:

## **Microsoft Excel 2016: Intermediate**

---

### **Course Details**

Duration: 2.00 day

### **Summary**

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

### **You will:**

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Sharing and Protecting Workbooks

### **Introduction**

This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

### **Prerequisites**

To ensure success, students should have completed Logical Operations' Microsoft® Office Excel® 2016: Part 1 or have the equivalent knowledge and experience.

## Outline

### Lesson 1: Working with Functions

- Topic A: Work with Ranges
- Topic B: Use Specialized Functions
- Topic C: Work with Logical Functions
- Topic D: Work with Date & Time Functions
- Topic E: Work with Text Functions

### Lesson 2: Using Lookup Functions and Formula Auditing

- Topic A: Use Lookup Functions
- Topic B: Trace Cells
- Topic C: Watch and Evaluate Formulas

### Lesson 3: Working with Lists

- Topic A: Sort Data
- Topic B: Filter Data
- Topic C: Query Data with Database Functions
- Topic D: Outline and Subtotal Data

### Lesson 4: Analyzing Data

- Topic A: Create and Modify Tables
- Topic B: Apply Intermediate Conditional Formatting
- Topic C: Apply Advanced Conditional Formatting

### Lesson 5: Visualizing Data with Charts

- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic C: Use Advanced Chart Features

### Lesson 6: Sharing and Protecting Workbooks

- Topic A: Collaborate on a Workbook
- Topic B: Protect Worksheets and Workbooks

**Course:**

## **Microsoft Excel 2016: Advanced**

---

### **Course Details**

Duration: 1.00 day

### **Summary**

This course is intended for students who are experienced Excel 2016 users and have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, and use those functions to perform rigorous analysis of extensive, complex datasets. They will work with PivotTables and PivotCharts, they will run and record macros.

Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.

### **You will:**

- Work with multiple worksheets and workbooks.
- Automate workbook functionality.
- Create sparklines and map data.
- Exporting and importing data
- Forecast data.
- Run and record macros.

### **Outline**

#### Lesson 1: Working with Multiple Worksheets and Workbooks

Topic A: Use Links and External References

Topic B: Use 3-D References

Topic C: Consolidate Data

#### Lesson 2: Automating Workbook Functionality

Topic A: Apply Data Validation

Topic B: Search for Invalid Data and Formulas with Errors

Topic C: Work with Macros

**Lesson 3: Creating Sparklines and Mapping Data****Topic A: Create Sparklines****Topic B: Map Data****Lesson 4: Exporting and importing data****Topic A: Exporting and importing text files****Topic B: Getting external data****Lesson 5: Forecasting Data****Topic A: Determine Potential Outcomes Using Data Tables****Topic B: Determine Potential Outcomes Using Scenarios****Topic C: Use the Goal Seek Feature****Topic D: Forecasting Data Trends****Lesson 6: Macros and Visual Basic****Topic A: Running and recording a macro****Topic B: Working with VBA code**