

## 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

#### **APPENDIX A: NEW FEATURES IN EXCEL 2016**

- New Chart Types
- Get and Transform
- One Click Forecasting
- 3D Maps
- PivotTable Enhancements
- Power BI
- Quick Shape Formatting
- Ink Equations
- Data Loss Protection
- Compatibility
- File Types
- The Ribbon and Toolbars
- Screen Resolutions
- Keyboard Shortcuts

#### **APPENDIX B: ADDITIONAL FEATURES IN OFFICE 2016**

- Office 2016 – A New Platform
- At a Glance Highlights Across the Suite
- New Visual and navigational Features
- File formats
- User Assistance System (HELP)
- Collaboration features
- Themes and Quick Styles
- General Keyboard Navigational Tips in Office 2016