

Microsoft Excel ® 2016 Intermediate

This 1-day class takes place at:

LEARNSOFT TECHNOLOGY TRAINING CENTER

Torrey Pines Bank Building, 4350 Executive Drive, Suite 100, SD 92121

\$250 ABC Members \$350 Non-Members

Dates Available: Jan. 21 / Jan. 29 / Feb. 7 / Feb. 13 / Feb. 26 / Mar. 11 / Mar. 24

Class Times: 8:00 am – 3:30 pm

EXPERIENCE NEEDED: Excel 2016 Introduction or applicable 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
- Creating and Opening a Workspace
- 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 Objectives
- Deleting Chart Objects
- Adding Data Series and Objectives 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
- V-Look Up
- Tracing and Correcting Worksheet Errors

4: ADVANCED FORMATTING

- Using Comments in a Worksheet
- Reviewing, Showing, and Hiding Comments
- Deleting a Comment
- Using Format Painter
- Conditional Formats
- Clear conditional formats

➤ **TO REGISTER:** Call or email Continuing Education:
(858) 513-4700 x206 / Direct at (858) 203-0032 / continuinged@abcsd.org

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