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

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

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