

Course Objectives and Outline

Excel 2016: Intermediate

Days: 1 **Prerequisites or Equivalent Skills:** Windows and Excel Introduction

Target Student and Goals:

Before taking this course, you should be comfortable using a personal computer and Microsoft Windows. You should have some experience using Microsoft Excel. You will get the most out of this course if your goal is to become proficient in such tasks as consolidating data, using advanced chart formatting options, sorting and filtering data, using special formatting options, using templates, using error tracing features, protecting worksheets, and linking worksheets and workbooks.

Course Objectives:

These overall course objectives will give you an idea about what to expect from the course. After completing this course, you will know how to:

- Freeze panes and split a worksheet; open and arrange a new window with the current worksheet content; hide and unhide data; set print titles and page breaks to optimize print output; insert different even and odd headers; manage multiple worksheets; link worksheets by using 3-D formulas; add a Watch window; create and manage links between workbooks.
- Apply special and custom number formats; control the display of zero values; apply and modify themes; merge and split cells; change the orientation of data in cells; transpose data; use Paste Special operations, and add a background color and a watermark.
- Create an outline and consolidate data; create custom views to save different sets of worksheet display and print settings; create subtotals in a list; use multiple subtotal functions. Define and apply cell and range names; use names in formulas; and define and apply 3-D names.
- Sort and filter data; create, format, and name a table, and add rows and columns; use structured references.
- Web page; insert and edit hyperlinks; publish a worksheet; and send a worksheet as an e-mail attachment.
- Use auditing features; add comments to cells and workbooks; protect a worksheet or part of a worksheet; protect the workbook structure; share, merge, and track changes in a workbook; find and remove hidden and personal data in a workbook; and mark a workbook as final.
- Change Excel's default application settings and customize the ribbon; create and modify templates.

Course Outline:

Unit 1 : Managing workbooks and worksheets

- Viewing and printing large worksheets
- Printing large worksheets
- Using multiple worksheets
- Linking worksheets using 3-D formulas
- Using multiple workbooks
- Linking workbooks

Unit 2 : Advanced formatting

- Special number formats
- Dates
- Other advanced formatting

Unit 3 : Outlining and subtotals

- Outlining and consolidating data
- Creating subtotals

Unit 4 : Cell and range names

- Creating and using names
- Managing names

Unit 5 : List management

- Sorting and filtering lists
- Advanced filtering
- Working with tables

Unit 6 : Sharing Features

- Sharing workbooks

Unit 7 : Documenting and auditing

- Comments and text boxes
- Auditing features
- Protection

Unit 8 : Templates and settings

- Change application settings
- Built-in templates
- Creating and managing templates