

Information Technology and Computer Skills Training

EXCEL 2016 - INTERMEDIATE

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

Learners who attend this Intermediate Level workshop will receive information to increase their proficiency in the following areas:

Lesson 1: Working with Tables

- Creating a Table
- Enter Data into a Table
- Deleting Rows & Columns
- Formatting a Table
- Totaling Data in a Table
- Sorting Data in a Table
- Sorting Multiple Columns
- Filtering Data Using AutoFilter
- Creating Custom Filters

Lesson 2: Working with Charts

- Creating, Moving and Resizing a Chart
- Changing the Layout and Style
- Labeling Chart Elements
- Formatting Chart Text & Elements
- Showing or Hiding Gridlines
- Customizing Axes
- Creating a Pie Chart
- Changing a Chart's Source Data
- Moving a Chart to a Different Worksheet
- Saving a Chart Template
- Filtering Chart Data
- Using Sparklines
- Customizing Sparklines
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Lesson 3: Working with Graphics

- Adding Pictures
- Inserting Online Images
- Adding Shapes
- Formatting Drawing Objects
- Inserting WordArt & SmartArt
- Inserting & Modifying an Organizational Chart
- Taking a Screenshot

Lesson 4: Financial & Logical Functions

- Using the IF Function
- Using Nested Functions
- Using the PMT Function
- Using the FV Function
- Using AutoCalculate

Lesson 5: Date and Time Functions

- Understanding Date/Time Functions
- Adding a Date & a Data Interval
- Subtracting Dates
- Calculating Time Intervals

Lesson 6: Managing Workbooks

- Creating a Workbook using a Template
- Creating a New Template
- Editing a Template
- Showing or Hiding Workbook Elements
- Creating a Workspace
- Comparing Two Workbooks Side by Side
- Saving a Workbook in a different file format
- Using Data Consolidation

Lesson 7: Workgroup Collaboration

- Locking/Unlocking Cells in a Worksheet
- Protecting a Worksheet
- Showing or Hiding Formulas
- Protecting a Workbook

