

# **Microsoft Excel 2016**

## **1 Getting started with Excel 2016**

1. Identifying the different Excel 2016 programs
2. Identifying new features of Excel 2016
  - a. If you are upgrading from Excel 2010
  - b. If you are upgrading from Excel 2007
  - c. If you are upgrading from Excel 2003
  - d. Working with the ribbon
3. Customizing the Excel 2016 program window
  - a. Zooming in on a worksheet
  - b. Arranging multiple workbook windows
  - c. Adding buttons to the Quick Access Toolbar
  - d. Customizing the ribbon
  - e. Maximizing usable space in the program window
4. Creating workbooks
5. Modifying workbooks
6. Modifying worksheets
  - a. Inserting rows, columns, and cells
7. Merging and unmerging cells
8. Key points

## **2 Working with data and Excel tables**

1. Entering and revising data
2. Managing data by using Flash Fill
3. Moving data within a workbook
4. Finding and replacing data
5. Correcting and expanding upon worksheet data
6. Defining Excel tables
7. Key points

## **3 Performing calculations on data**

1. Naming groups of data
2. Creating formulas to calculate values
3. Summarizing data that meets specific conditions
4. Working with iterative calculation options and automatic workbook calculation
5. Using array formulas
6. Finding and correcting errors in calculations
7. Key points

## **4 Changing workbook appearance**

1. Formatting cells
2. Defining styles
3. Applying workbook themes and Excel table styles
4. Making numbers easier to read
5. Changing the appearance of data based on its value
6. Adding images to worksheets
7. Key points

## **5 Focusing on specific data by using filters**

1. Limiting data that appears on your screen
2. Filtering Excel table data by using slicers
3. Manipulating worksheet data
  - a. Selecting list rows at random
  - b. Summarizing worksheets by using hidden and filtered rows
  - c. Finding unique values within a data set
4. Defining valid sets of values for ranges of cells
5. Key points

## **6 Reordering and summarizing data**

1. Sorting worksheet data
2. Sorting data by using custom lists
3. Organizing data into levels
4. Looking up information in a worksheet
5. Key points

## **7 Combining data from multiple sources**

1. Using workbooks as templates for other workbooks
2. Linking to data in other worksheets and workbooks
3. Consolidating multiple sets of data into a single workbook
4. Key points

## **8 Analyzing data and alternative data set**

1. Examining data by using the Quick Analysis Lens
2. Defining an alternative data set
3. Defining multiple alternative data sets
4. Analyzing data by using data tables
5. Varying your data to get a specific result by using Goal Seek
6. Finding optimal solutions by using Solver
7. Analyzing data by using descriptive statistics
8. Key points

## **9 Creating charts and graphics**

1. Creating charts
2. Customizing the appearance of charts
3. Finding trends in your data
4. Creating dual-axis charts
5. Summarizing your data by using sparklines
6. Creating diagrams by using SmartArt
7. Creating shapes and mathematical equations
8. Key points

## **10 Using PivotTables and PivotCharts**

1. Analyzing data dynamically by using PivotTables
2. Filtering, showing, and hiding PivotTable data
3. Editing PivotTables
4. Formatting PivotTables
5. Creating PivotTables from external data
6. Creating dynamic charts by using PivotCharts
7. Key points

## **11 Printing worksheets and charts**

1. Adding headers and footers to printed pages
2. Preparing worksheets for printing
  - a. Previewing worksheets before printing
  - b. Changing page breaks in a worksheet
  - c. Changing the page printing order for worksheets
3. Printing worksheets
4. Printing parts of worksheets
5. Printing charts
6. Key points

## **12 Working with other Office programs**

1. Linking to Office documents from workbooks
2. Embedding workbooks into other Office documents
3. Creating hyperlinks
4. Pasting charts into other Office documents
5. Key points