

Microsoft Excel 2016

Advanced Excel

This class goes beyond the basics of using Excel and focuses on some of Excel's advanced features. The class will begin with an overview of spreadsheet design. You will review range names and the Name Manager, which are useful for working with data. You'll practice using subtotals on spreadsheets, and you'll learn how to protect a worksheet against accidental changes to data and formulas. The class will then focus on creating attractive, professional charts in Excel. You'll learn how to select the appropriate chart type for your data, including the new chart types in Excel 2016, as well as how to select and format chart elements. You'll practice changing the chart layout, adding visual effects, and modifying the data on which the chart is based. Finally, you'll learn to use some of Excel's advanced functions, including VLOOKUP and HLOOKUP, as well as features that make it easier to work with text, such as the CONCATENATE function and Text to Columns.

Prerequisites: Students should be familiar with Excel and be comfortable copying and pasting, using formulas and functions, and general spreadsheet formatting.

Course Outline

Spreadsheet Design

Named Cells and Ranges

- Creating a Range Name
- Using the Name Manager

Subtotaling Data

- Adding Subtotals
- Hiding and Displaying Outline Levels
- Removing Subtotals
- Copying and Pasting Subtotals

Protecting a Worksheet

- Locking and Protecting
- Allowing Users to Edit Ranges
- Hiding Formulas

Creating a Chart

- Recommended Charts
- Choosing a Chart Type
- Formatting Chart Elements

Modifying Charts

- Changing the Chart Type
- Changing the Chart Layout
- Labeling a Chart
- Adding Visual Effects
- Modifying Chart Data

Advanced Functions

- VLOOKUP and HLOOKUP
- IFERROR
- CONCATENATE
- Text to Columns