

St. Charles - MS Excel 2016 Course Outlines

Level 1

- Entering Data
- Editing/Formatting Cells
- Inserting Rows/Columns
- Saving
- Opening
- Blocking, Merging & Centering Cells
- Font Changes
- Undo
- Cut, Copy & Paste
- Widening Column/Rows
- Borders/Shading
- Fill Handle
- Formulas
- Selecting Cells
- Chart Basics
- Print Preview
- Zoom
- Page Setup
- Setting Margins
- Printing

Level 2

- Chart (Advanced)
- 3 D Visual Effects
- Copying Data to a New Worksheet
- Creating a Column Chart
- Using Help
- Header Row
- Wrap Text
- Creating a Database
- Page Orientation
- Using a Data Form
- Customizing Toolbars
- Headers & Footers
- Sorting Data
- Borders
- Filtering
- Pivot Tables
- Working With Multiple Sheets
- Drawing
- Text Boxes
- WordArt
- Using Clip Art
- Linking Data

Level 3

- Window Pane Views
- Links
- Consolidating Data
- Comments
- Workspace Feature
- Goal Seeking
- Macros
- Editing Toolbars
- Subtotal Function
- Scenarios
- Paths
- Passwords
- Read Only Files
- Using Other Applications with Excel

Level 4

- Jumping to a Cell
- Save as Web Page
- Send as Email
- Templates
- Validating Data
- Hide & Unhide Rows/Columns
- Zoom Setting
- Auto Correct
- Consolidating Data (Advanced)
- Importing Data
- Lookup and Reference
- Auditing a Worksheet
- Tracing Worksheet Errors
- Tracing Circular References
- Pivot Tables (Advanced)
- Field Positions
- Solver
- Workbook Properties
- Sharing Workbooks
- Tracking Changes
- Merging Workbooks