

## Course Outline

# Microsoft Excel 2010-2013-2016

### Course Description:

Explore formulas and calculations in Excel. Learn how to navigate between worksheets and workbooks. Tips & tricks for entering and formatting numbers and text. Create professional databases, charts, and pivot tables to analyze and summarize data. Apply protection to limit access for sensitive and confidential reports.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

#### Intro Level:

- New Microsoft Office interface:
  - Using the File tab
  - The Ribbon
    - Tabs (Program tabs and Contextual tabs)
  - Quick Access toolbar (QAT)
  - Customizing
- Worksheets & Workbooks
- Formulas (Sum, Average, Count, Max, Min)
- Cells & Formatting
- Order of Operations
- Database management (Sort & Filter, Outline, Group, Subtotal)
- Styles (Conditional Formatting)
- Absolute References
- Page Layout, Views, and Printing

#### Intermediate/Advanced Level:

- Review of Intro Level and the new interface
- Customizing Excel Options
- Advanced Formulas (IF, CountIF, SumIF, Text/Database Formulas) and named ranges
- Linking worksheets and workbooks
- Links (Hyperlink, Bookmark, Cross-reference)
- Data Tools (Text-to-Columns, Data Validation, Goal Seek)
- Protection (Passwords, Read Only access)
- Charts (Creating, modifying)
- Pivot Tables
- Macro's

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