

Excel 2016

Table of Contents

Introduction

Part 1: Create and format workbooks

Chapter 1: Set up a workbook

Chapter 2: Work with data and Excel tables Chapter 3: Perform calculations on data Chapter 4: Change workbook appearance

Part 2: Analyze and present data

Chapter 5: Manage worksheet data

Chapter 6: Reorder and summarize data

Chapter 7: Combine data from multiple sources

Chapter 8: Analyze alternative data sets Chapter 9: Create charts and graphics

Chapter 10: Create dynamic worksheets by using PivotTables

Part 3: Collaborate and share in Excel

Chapter 11: Print worksheets and charts

Chapter 12: Automate repetitive tasks by using macros

Chapter 13: Work with other Microsoft Office apps

Chapter 14: Collaborate with colleagues

Part 4: Perform advanced analysis

Chapter 15: Perform business intelligence analysis Chapter 16: Create forecasts and visualizations

Coverage of course contents will depend upon prior knowledge of the participant.