

Microsoft Excel 2016 Transition from Excel 2003

Duration: 0.5 Day(s) of Training

Course Description

You will use the new and enhanced features in Microsoft Office Excel 2016.

Target Students

This course is designed for experienced Excel users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003, and who are planning to upgrade to Microsoft Office Excel 2016.

Prerequisites

Students must have prior knowledge of Microsoft Office Excel 2003 or Excel XP on the Windows operating system.

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Objectives

Upon successful completion of this course, students will be able to:

- identify the elements of the Microsoft Office Excel 2016 environment.
- organize data in Excel worksheets.
- analyze Excel data by sorting, filtering, and conditionally formatting it.
- present Excel data using charts, illustrations and PivotTables.
- use Office Web Apps.

Course Content

Lesson 1: Identifying the Elements of the Excel 2016 Environment

- Topic 1A: Identify the User Interface Elements
- Topic 1B: Identify the Ribbon Components
- Topic 1C: Use Contextual Tabs
- Topic 1D: Use Excel Galleries
- Topic 1E: Customize the Excel Interface

Lesson 2: Organizing Data

- Topic 2A: Identify the Enhancements to Excel 2016 Spreadsheets
- Topic 2B: Insert Tables
- Topic 2C: Format Tables

Lesson 3: Analyzing Data

- Topic 3A: Apply Conditional Formatting
- Topic 3B: Sort Data in a Spreadsheet
- Topic 3C: Filter Data in a Spreadsheet
- Topic 3D: Apply a Formula

Lesson 4: Presenting Data

- Topic 4A: Create Charts
- Topic 4B: Format Charts
- Topic 4C: Work with Illustrations
- Topic 4D: Create PivotTables and PivotCharts
- Topic 4E: Share Excel Charts
- Topic 4F: Save Data in Compatible Formats

Lesson 5: Using Office Web Apps

- Topic 5A: Save Excel Spreadsheets to the Web
- Topic 5B: Access and Work with Spreadsheets on the Web

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