

# Microsoft Excel 2010/2013/2016 Level I (One Day)

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Microsoft Excel is the world's most popular electronic spreadsheet program because of its options for working with and manipulating data. Our Level I course starts with the nuts and bolts and moves to more advanced features, turning Excel into your greatest productivity tool.

This class is designed for people who are new to Excel or are self-taught. The course will focus on the basics of using Excel to its full potential.

## Prerequisites:

Students must have completed Excel Basics or have basic computer abilities, including being able to open, close and save files. Students also will be asked to enter a minimal amount of data.

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## Course Outline:

- **Excel Fundamentals**  
The way your spreadsheet is set up *does* impact how you are able to use Excel. We'll show you how to set up spreadsheets and utilize all that Excel offers.
- **Entering Data**  
Understanding how Excel views your data can be helpful when trying to calculate, manipulate and work with your data the way the program is intended.
- **AutoFill**  
Have you found yourself entering the same data over and over? The AutoFill feature can save you time in multiple ways.
- **Printing From Excel**  
If you've ever tried to print from Excel, you've likely encountered the most common printing problems, such as splitting your data between pages. We'll teach you the tips and tricks that will enable you to print your spreadsheet the way YOU want.
- **Intro to Formulas**  
Calculating in Excel is easier than you think. Learn the seven basic steps to creating any formula.
- **Functions**  
Excel's built-in functions provide an easy way to calculate, manipulate and work with your data. We'll cover the basics of Excel's most common functions – and show you how to make them work for you.
- **Editing your data**  
There are multiple ways to edit your data once it's been entered into a spreadsheet. We'll discuss time-saving techniques for editing data, as well as copying and pasting information from one area to another.
- **Formatting a Spreadsheet**  
Less is more when it comes to formatting. Learn to use formatting the way it is intended.
- **Managing Large Workbooks**  
Successfully tame those cumbersome spreadsheets. Learn tips to save time, improve the integrity of large workbooks, avoid repetitive tasks and much more.

# Microsoft Excel 2010/2013/2016 Level II (One Day)

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Microsoft Excel is the world's most popular electronic spreadsheet program because of its options for working with and manipulating data. Our Level II course is designed for people who have been using Excel but want to take their learning to the next level.

This one-day course will cover creating charts, PivotTables, more advanced functions, enhancing workbooks, protecting data and working with objects, such as inserting a company logo or other graphics into a spreadsheet.

## **Prerequisites:**

Students must have successfully completed Excel Level I or have equivalent experience.

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## **Course Outline:**

- **Charts and Objects**  
Creating the chart in Excel is the easy part. Getting the chart to display the data the way you want it to can be somewhat daunting. Learn to not only create but also format your charts and objects so they are displayed according to your preferences.
- **PivotTables**  
PivotTables allow you to quickly reorganize and summarize your data. This easy tool will shave hours off the time you spend manipulating data.
- **Advanced Formulas**  
Create formulas that are easier to understand and maintain.
- **Text Functions**  
Excel is mostly about the numerical data, but at times you can come across data that has too much text and Text Functions will help you simplify things easily.
- **Logical Functions**  
Logical functions are some of the most popular and useful in Excel. They can test values in other cells and perform actions dependent upon the result of the test. Learn how to automate tasks in your spreadsheets.
- **VLOOKUP Function**  
If you have an inventory list of parts or a large membership contact list, VLOOKUP can help you find data that matches specific criteria, such as price of a specific item or a person's phone number.
- **PMT Function**  
Ever needed to determine the monthly payment of a loan? Do you know the mathematical formula to do so? If not, Excel provides a tool to do the math for you. All you need to enter is the loan amount, term of the loan and interest rate, and Excel will do the rest.
- **Excel Tables**  
Converting your list of data into an Excel table provides new tools that are only available within that format. These features include a total row that provides totals of your data without the need for you to create the formula yourself.
- **Database Functions**  
Database functions give you a little something extra that regular functions can't provide. With DB functions you can add criteria to your calculations, obtaining totals in just a few steps.

# Microsoft Excel 2010/2013/2016 Level III (One Day)

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Microsoft Excel is the world's most popular electronic spreadsheet program because of its options for working with and manipulating data. Our Level III course is designed for those who use Excel on a regular basis.

We'll cover ways to analyze your data using built-in tools like scenarios, goal seek and data validation. We will also discuss working with external data and bringing your data to life with Power View as well as how to create and use a macro to automate a routine task.

## **Prerequisites:**

Students must have successfully completed Excel Level II or have equivalent experience.

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## **Course Outline:**

- **Data Validation**  
This feature restricts the type of information that can be entered in a cell. Doing so will help users enter accurate and appropriate information into your worksheet.
- **Macros**  
Instead of manually performing a series of time-consuming, repetitive actions in Excel, we'll show you how to create a macro that will perform the task for you.
- **Scenarios and Goal Seek**  
Both of these data analysis tools allow you to manipulate your data to answer the question, "What if?" For example, what would happen if your advertising budget increased by 40 percent? How about 50 percent?
- **Auditing Worksheets**  
Troubleshoot invalid data and formula errors with ease and quickly summarize data with outlines
- **Power View**  
Learn how to bring your data to life with interactive charts, graphs, maps and more.
- **Working with External Data in Excel**  
Importing data from an external program can be tricky. We'll show you how to use data from an external source either by linking it or embedding it into Excel.
- **Inserting Hyperlinks**  
Hyperlinks save time when opening files, emails or websites. We'll cover the tips and tricks to using them in your spreadsheets.
- **Working with Multiple Workbooks**  
Learn how to manage data across multiple Excel Workbooks.
- **Create Forms**  
Create forms that users can easily complete or print.