

Microsoft® Office Excel 2016: Part 1

Course Length: 9 hours

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Overview:

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will: Get started with Microsoft Office Excel 2016 Perform calculations. Modify a worksheet. Print workbooks. Manage workbooks.

Course Objectives:

In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents.

You will:

- Get started with Microsoft Office Excel 2016.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Target Student:

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.

Prerequisites: Basic Computer Knowledge

Testimonials:

"Instructor was knowledgeable and patient." AB

"Learned more in three days than with division manager in two weeks." PW

Microsoft® Office Excel 2016: Part 2

Course Length: 9 hours

[Click here to view the current class schedule!](#)

Overview:

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

Course Objectives:

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

You will:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and PivotCharts.

Target Student:

This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Prerequisite: Microsoft® Office Excel 2016: Part 1

Testimonials:

"Complete information taught in a professional manner." AB

“Excellent content! Learned a lot from the instructor and like her teaching method. Follow the book, which was easier to follow along and review.”

Microsoft® Office Excel 2016: Part 3

Course Length: 9 hours

[Click here to view the current class schedule!](#)

Overview:

Clearly, you use Excel a lot in your role. Otherwise, you wouldn't be taking this course. By now, you're already familiar with Excel 2016, its functions and formulas, a lot of its features and functionality, and its powerful data analysis tools. You are likely called upon to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes. At this level of use and collaboration, you have also likely encountered your fair share of issues and challenges. You're too busy, though, to waste time scouring over workbooks to resolve issues or to perform repetitive, monotonous tasks. You need to know how to get Excel to do more for you so you can focus on what's really important: staying ahead of the competition. That's exactly what this course aims to help you do.

This course builds off of the foundational and intermediate knowledge presented in the *Microsoft® Office Excel® 2016: Part 1* and *Part 2* courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

Course Objectives:

Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.

You will:

- Work with multiple worksheets and workbooks.
- Use Lookup functions and formula auditing
- Share and protect workbooks.
- Automate workbook functionality.
- Create sparklines and map data.
- Forecast data.

Target Student:

This course is intended for students who are experienced Excel 2016 users and have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.

Prerequisite: Microsoft® Office Excel 2016: Part 1 & 2

Testimonials: