

Excel 2016 - Formulas & Charts

Course Overview

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This is a half-day class

In this course, students will create, edit, and enhance spreadsheet formulas and charts using Microsoft Office Excel 2016.

Who Should Attend

This course is intended for individuals who want to gain knowledge of working on Excel using formulas and charts.

Course Objectives

Upon successful completion of this course, students will be able to create formulas and charts using Microsoft Office Excel 2016.

Course Outline

1 BASIC FORMULAS

SUM, AVERAGE, MAX, MIN

2 ABSOLUTE REFERENCES

3 CALCULATING DATA WITH ADVANCED FORMULAS

3D Formulas

Range Names

Special Functions VLOOKUP, IF, CONCATENATE, TODAY, PROPER, SUMIF, COUNTIF, RIGHT

4 PRESENTING DATA USING CHARTS

Create, Modify and format charts

Line, Pie and Column Charts

Create Sparklines

Create line, column and win/loss Sparklines