

# Excel 2016 Formulas & Charts

## Course Overview

[View Course Dates & Register Today](#)

This is a half-day class

In This Course, students will analyze Excel data, create Formulas, Charts and Data to Support Excel Spreadsheets and Workbooks.



## Who Should Attend

This course is intended for individuals who want to gain basic knowledge of working on Excel.

## Course Objectives

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

## Course Outline

### 1 PERFORMING CALCULATIONS

Functions  
Absolute reference

### 2 WORKING WITH FUNCTIONS

Named ranges  
Logical functions

### 3 WORKING WITH LISTS

Database functions

### 4 VISUALIZING DATA WITH CHARTS

Creating and modifying charts

### 5 WORKING WITH MULTIPLE WORKSHEETS AND WORKBOOKS

Creating links  
3-D references  
Consolidating data

### 6 USING LOOKUP FUNCTIONS

Vlookups  
Hlookups