

Excel 2016 Formulas & Charts

Course Overview

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.

This is a half-day class

Upcoming Dates

Date	Time	Where
11/30/2020	9:00AM - 12:30PM	Online LIVE
01/14/2021	9:00AM - 12:30PM	Online LIVE
02/16/2021	1:30PM - 5:00PM	Online LIVE
03/22/2021	1:30PM - 5:00PM	Online LIVE
04/26/2021	9:00AM - 12:30PM	Online LIVE
05/28/2021	9:00AM - 12:30PM	Online LIVE

[View All Course Dates & Register Today](#)



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