



Sunday January 31: MICROSOFT Excel 2016 Intermediate

**9:00 AM-3:00 PM BC, 10:00 AM-4:00 PM Alberta,
12:00 Noon-06:00 PM Eastern Time**

On Line Via Zoom (Link will be sent to registered participants)

The fee for this session is \$10.00

Participants will acquire Intermediate knowledge on how to effectively use Excel 2016

<p>Working with Named Ranges</p> <ul style="list-style-type: none">• Understanding Named Ranges• Defining Named Ranges• Using Named Ranges in Formulas <p>Working with Tables</p> <ul style="list-style-type: none">• What is a Table?• Creating Tables• Resizing the Table• Choosing a Table Style <p>Outlining and Grouping Data</p> <ul style="list-style-type: none">• Outlining Data• Showing and Hiding Outline Details• Grouping Data• Creating Subtotals <p>Using Advanced Functions</p> <ul style="list-style-type: none">• Using the PMT Function• Using VLOOKUP and HLOOKUP• Functions• Using IF Function• Using Text Functions	<p>Using Excel as a Database</p> <ul style="list-style-type: none">• Filtering with Wildcard Characters• Validating Your Data• Data Validation Using Lists <p>Using Custom Autofill Lists</p> <ul style="list-style-type: none">• Creating a Custom Autofill List• Using a Custom Autofill List• Modifying a Custom Autofill List <p>Using Comments</p> <ul style="list-style-type: none">• Inserting Comments• Editing Comments• Deleting Comments <p>Miscellaneous</p> <ul style="list-style-type: none">• Conditional Formatting• Sparkline• Flash Fill• Auto Calculation• Quick Analysis• Duplicates• Text to columns
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Course Outline

**Pre-Requirement for this course: Basic Knowledge of Microsoft Excel
Please learn Microsoft Excel Basic on line free class at**

<https://edu.gcfglobal.org/en/excel2016/>

Advanced Registration with Pre-Payment Required

For more information and to register: Phone, (403) 215-6200 Ext. 7039

Email Address: epb.crcprairies@iicanada.net