



## MICROSOFT Excel 2016 Intermediate

**Sunday, September 20 10:00 a.m. - 2:00 p.m.**

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

**Fee for this All Day Information Session is \$5.00**

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

### **Course Outline**

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

**[Click Here to Register](#)**