



Course Content

Course Description:

In this course, you will cover how to work with large worksheets in Microsoft Excel 2016, and use multiple worksheets and workbooks efficiently. You will sort and filter data, use conditional formatting, and create and format tables and charts. You will learn how to protect worksheets and files, as well as referring to data in other workbooks thru 3D formulas. Finally, you will create names, customize a template, and work with comments and clipart.

Topics:

Module 1: Working with Multiple Worksheets and Workbooks

- About Workbooks
- Inserting and Deleting Worksheets
- Selecting Worksheets
- Editing Across Multiple Worksheets
- Renaming Worksheets
- Tab color
- Hiding and Unhiding Worksheets
- Viewing Multiple Worksheets
- Opening Multiple Workbooks
- Viewing Workbooks and Worksheets
- Moving and Copying Worksheets
- Hiding Workbooks
- Viewing Data in Workbooks and Worksheets
- Closing Multiple Workbooks

Module 2: Names

- Names
- Defining Names
- Name Manager
- Editing Names
- Using Names to Navigate
- Using Names in Formulas

Module 3: Referring to Data in Another Worksheet/Workbook

- Referring to Another Worksheet
- Referring to Other Worksheets in Formulas
- Formulas with 3-D References
- Formulas Using Multiple Varied References
- Referring to Another Workbook
- Working with Links

Module 4: Working with Data

- Conditional Formatting
- Managing Conditional Formatting
- Conditional Formatting Based on Formulas
- Clearing Conditional Formats
- Sorting
- Custom Sorting
- Filtering
- Tables
- Charts
- Quick Analysis

Module 5: Protecting the Worksheet/Workbook

- Protecting Worksheets
- Unprotecting a Worksheet
- Hidden Cells
- Allow Users to Edit Ranges
- Protecting Workbooks
- Protecting the File with Encryption



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- Protecting the File with Passwords
- Workbooks Versions

Module 6: Templates, Inserting Graphics and Comments

- Inserting Graphic Objects
- Modifying Graphics
- Comments
- Templates