

COURSE OVERVIEW

Getting the Most From Microsoft® Excel®

OVERVIEW

Do you ever find yourself searching through an Excel manual ... wishing you had an Excel expert to ask ... or even giving up in frustration and “working around” features you know Excel is capable of because you don’t know how to use them?

This workshop will show you how to end your Excel frustrations for good by providing the how-to’s for breezing through spreadsheets, forecasts, graphs and financial reporting, plus little-known shortcuts and time-saving techniques. Work smarter, not harder!

LEARNING OBJECTIVES

- Discover how to customize the ribbon to increase your productivity and even create new tabs and hide the ones you never use
- Identify the many tools that can help you with your data, reports, graphs and formulas—making the most of Excel’s many talents
- Troubleshoot how to solve print problems and get your information to look the way you want it to
- Discuss simple ways to make spreadsheets and figures into colorful, clear and precise presentations

COURSE HIGHLIGHTS

Getting started—Excel essentials

- Examine the interface to understand its tabs and features
- Tour the Backstage view and discover its cool new features
- Create a ribbon that works as hard as you do by displaying the functions you need and hiding the ones you don’t
- Explore a vast collection of professional templates available in Excel 2016 to jump-start your productivity and save you time
- Demystify file types so you can quickly and confidently choose the best way to save your files

Formatting and styles—Getting the look you want

- Understand the importance of formatting numbers correctly so you can avoid calculation errors, rounding errors, formula errors and more
- Save time by using the Format Painter to quickly copy the format of a cell or a range of cells
- Change the overall appearance of your sheet with a few clicks of the mouse by using the Themes option to preview and select the theme that is right for you
- Capture your reader’s attention with tables that make your information stand out

Formulas and functions—The real power of Excel

- Take the mystery out of relative and absolute cell references so you never mistake them again
- Tour the Function Library so you will be able to find the functions you need when you need them
- Get your formulas right the first time and every time with the Insert Function dialog box
- Save time and effort by using the Name Manager to instantly identify which data range to use for different calculations
- Catch errors before they matter by mastering the Error Checking feature

Objects, charts and sparklines

- Increase visual appeal and make your information easier to understand by adding objects like pictures, clip art or shapes to your worksheet
- Go beyond standard keyboard characters by inserting complex mathematical equations and symbols on your worksheet
- Create professional-looking charts with a few clicks of the mouse
- Discover the myriad ways the Chart Tools feature can transform ordinary charts into extraordinary displays
- Capture your audience’s attention with advanced chart types like Stock, Surface, Doughnut, Bubble and Radar

COURSE OVERVIEW

Managing your data— Connections, sorting, filtering and data tools

- Import data into your Excel file from a variety of data sources, including SQL Server®, Windows Azure® Marketplace and others
- Fine-tune your sorting abilities with the Sort feature so you can sort by values of cells, color of cells, color of cell fonts and more
- Use the Data Validation feature to control what others can and cannot do to your worksheet
- Harness the power of slicers to quickly and easily filter data in your Excel tables
- Format entire columns of information in a snap using the Flash Fill tool

Reviewing, sharing and printing

- Learn how to track changes others make to your spreadsheets so you can decide which to keep and which to discard
- Keep your personal information personal by removing it before the workbook is shared
- Enable password security to control who has access to your files and what they can do with them
- Share your files with anyone who has an Internet connection by using the OneDrive® for Business feature
- Define areas you print regularly, and then use the Custom View option to print them repeatedly without having to define them all over again

TRAINING DELIVERY

- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)