



# Excel 2016

## Intermediate Training Course Outline

### Excel 2016 Setup & Printing Issues

- Worksheet Margins
- Worksheet Orientation
- Worksheet Page Size
- Headers and Footers
- Header and Footer Fields
- Scaling Your Worksheet to Fit a Page(S)
- Visually Checking Your Calculations
- Displaying Gridlines When Printing
- Printing Titles on Every Page
- Printing Row and Column Headings
- Spell Checking
- Previewing a Worksheet
- Viewing Workbooks Side By Side
- Zooming the View
- Printing Options
- Setting the Number of Copies to Print
- Selecting a Printer
- Selecting Individual Worksheets or the Entire Workbook
- Selecting Which Pages to Print
- Single or Double Sided Printing
- Collation Options
- Page Orientation
- Paper Size
- Margins
- Scaling
- Printing

### Excel 2016 Functions and Formulas

- Getting Help with Functions
- Nested Functions
- Consolidating Data Using a 3-D Reference Sum Function
- Mixed References within Formulas

### Excel 2016 Time & Date Functions

- Inserting the Current Time and Date
- Today Function
- Now Function
- Day Function
- Month Function
- Year Function

### Excel 2016 Mathematical Functions

- Round Function
- Rounddown Function

- Roundup Function

### Excel 2016 Logical Functions

- If Function
- And Function
- Or Function

### Excel 2016 Mathematical Functions

- Sumif Function

### Excel 2016 Statistical Functions

- Count Function
- Counta Function
- Countif Function
- Countblank Function
- Rank Function

### Excel 2016 Text Functions

- Left Function
- Right Function
- Mid Function
- Trim Function
- Concatenate Function

### Excel 2016 Financial Functions

- Fv Function
- Pv Function
- Npv Function
- Rate Function
- Pmt Function

### Excel 2016 Lookup Functions

- Vlookup Function
- Hlookup Function

### Excel 2016 Database Functions

- Dsum Function
- Dmin Function
- Dmax Function
- Dcount Function
- Daverage Function

### Excel 2016 Named Ranges

- Naming Cell Ranges
- Removing a Named Range
- Named Cell Ranges and Functions

### Excel 2016 Cell Formatting



- Applying Styles to a Range
- Conditional Formatting
- Custom Number Formats

#### **Manipulating Worksheets within Excel 2016**

- Copying or Moving Worksheets between Workbooks
- Splitting a Window
- Hiding Rows
- Hiding Columns
- Hiding Worksheets
- Un-Hiding Rows
- Un-Hiding Columns

- Un-Hiding Worksheets

#### **Excel 2016 Templates**

- Using Templates
- Creating Excel Templates
- Editing Excel Templates

#### **Paste Special Options within Excel 2016**

- Using Paste Special to Add, Subtract, Multiply & Divide
- Using Paste Special 'Values'
- Using Paste Special Transpose Option