



Cerritos College

Economic Development

Course Outline: MS Office Excel 2016

The participants will become familiar with beginner, intermediate and advanced features and applications of MS Office Excel to facilitate daily work. Topics will be modified to meet your training needs and schedule. **Please select from the topics below to tailor the class based on your need.**

BEGINNER

- **Excel – Beginner – Level 1**
 - **Main Focus of Training Content:**
 - Getting Started with Excel
 - Identify the Elements of the Excel Interface
 - Navigate and Select Cells in Worksheets
 - Customize the Excel Interface
 - Create a Basic Worksheet
 - Performing Calculations in an Excel Worksheet
 - Create Formulas in a Worksheet
 - Insert Functions in a Worksheet
 - Reuse Formulas
 - Modifying an Excel Worksheet
 - Edit Worksheet Data
 - Find and Replace Data
 - Manipulate Worksheet Elements
- **Excel – Beginner – Level 2**
 - **Main Focus of Training Content:**
 - Modifying the Appearance of a Worksheet
 - Apply Font Properties
 - Add Borders and Colors to Cells
 - Align Content in a Cell
 - Apply Number Formatting
 - Apply Cell Styles
 - Managing an Excel Workbook
 - Manage Worksheets
 - View Worksheets and Workbooks
 - Printing Excel Workbooks
 - Define the Page Layout
 - Print a Workbook

INTERMEDIATE

- **Excel – Intermediate – Level 1**
 - **Main Focus of Training Content:**
 - Managing Workbooks
 - Using Workbook Views



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- Selecting and Switching Between Worksheets
- Inserting and Deleting Worksheets
- Renaming, Moving, and Copying Worksheets
- Splitting and Freezing a Window
- Creating Headers and Footers
- Hiding Rows, Columns, Worksheets, and Windows
- Setting the Print Area
- Adjusting Page Margins and Orientation
- Adding Print Titles, Gridlines, and Row and Column Headings
- Adjusting Paper Size and Print Scale
- Printing a Selection, Multiple Worksheets, and Workbooks
- Working with Multiple Workbook Windows
- Creating a Template
- **Excel – Intermediate - Level 2**
 - **Main Focus of Training Content:**
 - More Functions and Formulas
 - Formulas with Multiple Operators
 - Inserting and Editing a Function
 - Auto Calculate and Manual Calculation
 - Defining Names
 - Using and Managing Defined Names
 - Displaying and Tracing Formulas
 - Understanding Formula Errors
 - Using Logical Functions (IF)
 - Using Financial Functions (PMT)
 - Using Database Functions (DSUM)
 - Using Lookup Functions (VLOOKUP)
 - User Defined and Compatibility Functions
 - Financial Functions
 - Date & Time Functions
 - Math & Trig Functions
 - Statistical Functions
 - Lookup & Reference Functions
 - Database Functions
 - Text Functions
 - Logical Functions
 - Information Functions
 - Engineering and Cube Functions
- **Excel - Intermediate – Level 3 and 4:**
 - Working with Data Ranges



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- Sorting by One Column
- Sorting by Colors or Icons
- Sorting by Multiple Columns
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter
- Working with Tables
- Creating a Table
- Adding and Removing Data
- Working with the Total Row
- Sorting a Table
- Filtering a Table
- Removing Duplicate Rows of Data
- Formatting the Table
- Using Data Validation
- Summarizing a Table with a PivotTable
- Converting to a Range

ADVANCED

- **Excel – Advanced – Level 1**
 - **Main Focus of Training Content:**
 - Working with the Web and External Data
 - Inserting a Hyperlink
 - Creating a Web Page from a Workbook
 - Importing Data from an Access Database or Text File
 - Importing Data from the Web and Other Sources
 - Working with Existing Data Connections
- **Excel – Advanced – Level 2**
 - **Main Focus of Training Content:**
 - Working with Macros
 - Recording a Macro
 - Playing and Deleting a Macro
 - Adding a Macro to the Quick Access Toolbar
 - Editing a Macro's Visual Basic Code
 - Inserting Copied Code in a Macro
 - Declaring Variables and Adding Remarks to VBA Code
 - Prompting for User Input
 - Using the If...Then...Else Statement
- **Excel – Advanced – Level 3**
 - **Main Focus of Training Content:**
 - Working with Objects
 - Inserting Clip Art



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- Inserting Pictures and Graphics Files
- Formatting Pictures and Graphics
- Inserting Shapes
- Formatting Shapes
- Resize, Move, Copy and Delete Objects
- Applying Special Effects to Objects
- Grouping Objects
- Aligning Objects
- Flipping and Rotating Objects
- Layering Objects
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Using WordArt
- Inserting an Embedded Object
- Inserting Symbols
- **Excel – Advanced – Level 4**
 - Advanced Topics
 - Customizing the Quick Access Toolbar
 - Using and Customizing AutoCorrect
 - Changing Excel’s Default Options
 - Recovering Your Documents
 - Using Microsoft Office Diagnostics
 - Viewing Document Properties and Finding a File
 - Saving a Document as PDF or XPS
 - Adding a Digital Signature to a Workbook
 - Preparing Documents for Publishing and Distribution
 - Publishing a Workbook to a Document Workspace
 - Creating a Custom Auto Fill List
 - Creating a Custom Number Format
 - Date & Time Functions
 - Math & Trig Functions
 - Statistical Functions
 - Lookup & Reference Functions
 - Database Functions
 - Text Functions
 - Logical Functions