JEWISH FAMILY SERVICE OF GREATER DALLAS | CAREER AND FINANCIAL SERVICES
MS Office Objectives (Webinar Presentation)

Excel 2016

The objective of this course is to introduce concepts of MS Excel 2016. It's designed for those who are new to MS Excel, or want to improve their understanding and efficiency using the program.

1. *Day One – Working With MS Excel*

    a. Terminology

        i. Exclamation, Colon, Dollar Sign

    b. Screen Interface

        i. Title Bar, Ribbon, Status

        ii. Name Box, Formula Bar, Sheet Tabs

        iii. Cursor shapes

        iv. Sheet Options

2. *Day Two – Data and Tables*

    a. Entering Data

        i. Fill Handle

        ii. Auto Fill

    b. Moving Data

        i. Define Range

    c. Define Tables

        i. Contiguous Data

        ii. AutoExpansion

        iii. End of Table Marker

3. *Day Three – Perform Calculations on Data*

    a. Create formulas

    b. Functions

    c. References/Absolute References

4. *Day Four – Change Workbook Appearance*

    a. Formatting

        i. Categories

        ii. Conditional

            1. Rules

            2. Management

5. *Day Five – Filtering/Sorting*

    a. Filtering

    b. Data Validation

    c. Sort Data

        i. Custom Lists

    d. VLOOKUP