

Microsoft Excel 2016

Version 5

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Lesson 1

1. [Navigate in worksheets and workbooks](#)

Lesson 2

1. [Creating new workbooks](#)
2. [Creating new workbooks and touring the UI](#)
3. [Open, close, save, and create new workbooks with keystrokes](#)
4. [Saving workbooks](#)
5. [Enter data or formulas in nonadjacent cells simultaneously](#)
6. [Entering data with AutoFill](#)
7. [Entering data using AutoFill and other techniques](#)
8. [Populate cells by using advanced Fill Series options](#)
9. [Join data with the TEXTJOIN function and Flash Fill](#)
10. [Splitting and combining columnar data with Flash Fill](#)
11. [Combine text using functions and flash fill](#)
12. [Use Flash Fill for faster combining and splitting](#)
13. [Use cell references in formulas](#)

Lesson 3

1. [Use IF formulas](#)
2. [Extending formula capabilities with array formulas](#)
3. [Using mixed references in formulas](#)
4. [Understanding cell references when copying and pasting](#)

5. Reference data in another workbook

Lesson 4

1. Using TODAY and NOW functions for dynamic date/time entry
2. Using the TODAY and NOW functions for dynamic date and time entry
3. Summarize data by using functions
4. Summarize list data by creating subtotals
5. Use the Subtotal feature to create outlines
6. Inserting subtotals in a sorted list
7. Manage Excel formula error indicators
8. Detect errors in formulas

Lesson 5

1. Adjust fonts, font sizes, and font colors
2. Designing borders
3. Locating conditional formatting cells
4. Summarize data with conditional formatting
5. Using conditional formatting
6. Manage conditional formatting rules
7. Using conditional formatting

Lesson 6

1. Work with rows, columns, and sheets
2. Managing rows and columns
3. Adjusting row heights and column widths
4. Adjust all or selected column widths or row heights instantly
5. Adjust single and multiple row heights and column widths without commands
6. Hiding and unhiding rows and columns
7. Insert, delete, hide, and unhide columns and rows rapidly
8. Work with the Hide and Unhide options
9. Previewing page breaks

Lesson 7

1. Accelerate worksheet copying and moving
2. Hiding/unhiding worksheet tabs; protecting hidden worksheets
3. Protect worksheets and workbooks
4. Displaying multiple worksheets and workbooks
5. Freezing panes
6. Freezing and unfreezing panes
7. Finding and replacing data

Lesson 8

1. Create charts with the Recommended Charts feature
2. Change a chart's type
3. Format charts
4. Formatting charts
5. Formatting a PivotChart
6. Use advanced chart formatting
7. Create and modify PivotCharts
8. Managing subtotals and grand totals

Practice

MS Excel Practice Assessment Files:

Excel Instructions

Unformatted

Solution

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