Table of Contents

EXCEL 2016 CHAPTER 1:		Understanding Relative and Absolute Cell References	33
TRACKING CUSTOMER DATA		Absolute Cell References	33
Introducing Excel	2	Mixed Cell References	34
What Is a Worksheet?	2	Display and Print Formulas	34
Cell Ranges	3	Self-Assessment	37
Entering and Editing Data	3	EXCEL 2016 CHAPTER 3:	
Completing Cell Entries	3	DATA VISUALIZATION AND IMAGES	
Navigating Around a Worksheet	4		
Adjust Column Width and Row Height	6	Create Charts to Compare Data	42
Formatting Cells	8	Choosing a Chart Type	42
Borders and Fill	8	Selecting Chart Data	44
Cell Alignment	10	Chart Elements	45
Clear Formatting and Clear All	11	Working with Chart Tools	46
Working with Numbers and Dates	12	Chart Design Tools	46
Negative Numbers	13	Chart Format Tools	48
Date Entries	13	Move and Size Charts	50
Enter a Series Using AutoFill	14	Edit Chart Data	51
Perform Worksheet Calculations	15	Self-Assessment	53
Mathematical Operators	15	EXCEL 2016 CHAPTER 4:	
BEDMAS	16	ORGANIZING LARGE AMOUNTS OF DATA	
Cell References	16		
Print a Worksheet	18	Starting with a Template	58 59
Self-Assessment	20	Importing and Exporting Data	
		Adjust View Options for Large Worksheets	60
EXCEL 2016 CHAPTER 2:		Freeze Panes	60
RECORDING STUDENT GRADES		Change the Workbook View	61
Rearrange Data on a Worksheet	22	Sort and Filter to Organize Data	62
Insert and Delete Rows, Columns, and Cells	22	Sort Data	62
Hide and Unhide Rows and Columns	23	Filter Data	62
Sort Data by Column	23	Perform Advanced Calculations	65
Managing Multiple Worksheets	24	The IF Function	65
Insert and Delete Worksheets	24	Controlling Data Entry with Data Validation	67
Rename Worksheets	24	Printing Options for Large Worksheets	70
Move a Worksheet	26	Add a Header or Footer	71
Change the Worksheet Tab Color	26	Self-Assessment	73
Hide a Worksheet	26	Call Assessment Assessment Van	77
Create a Cell Reference to Another Worksheet	27	Self-Assessment Answer Key Index	77 79
Create a Copy of a Worksheet	28	Τπαεχ	19
Edit Multiple Sheets at One Time	29		
Using Functions in Formulas	30		
Use the AutoSum Feature	30		
Sum, Average, Count, Max, and Min	30		
Use Insert Function	31		