Table of Contents

EXCEL 2016 LESSON 1: Tracking customer data	4	Understanding Relative and Absolute Cell References	
	1	Absolute Cell References	3
Introducing Excel	2	Mixed Cell References	3
What Is a Worksheet?	2	Display and Print Formulas	3
Cell Ranges	3	EXCEL 2016 LESSON 3:	
Entering and Editing Data	3	DATA VISUALIZATION AND IMAGES	4
Completing Cell Entries	3	Create Charts to Compare Data	42
Navigating Around a Worksheet	4	Choosing a Chart Type	4
Data Consistency in a Database	5	Selecting Chart Data	4
Adjust Column Width and Row Height	6	Chart Elements	4
Formatting Cells	8		
Borders and Fill	8	Working with Chart Tools	4
Cell Alignment	10	Chart Design Tools Chart Format Tools	4
Clear Formatting and Clear All	11		4
Working with Numbers and Dates	12	Move and Size Charts	5
Negative Numbers	13	Edit Chart Data	5
Date Entries	13	EXCEL 2016 LESSON 4:	
Enter a Series Using AutoFill	14	ORGANIZING LARGE AMOUNTS OF DATA	5
Perform Worksheet Calculations	15	Starting with a Template	58
Mathematical Operators	16	Importing and Exporting Data	5
BEDMAS	16	Adjust View Options for Large Worksheets	6
Cell References	16	Freeze Panes	6
Print a Worksheet	18	Change the Workbook View	6
EVOEL COAC LECCON C.		Sort and Filter to Organize Data	6.
EXCEL 2016 LESSON 2: RECORDING STUDENT GRADES	21	Sort Data	6.
		Filter Data	6.
Rearrange Data on a Worksheet	22	Perform Advanced Calculations	6.
Insert and Delete Rows, Columns, and Cells	22	The IF Function	6
Hide and Unhide Rows and Columns	23	Controlling Data Entry with Data Validation	6'
Sort Data by Column	23	Printing Options for Large Worksheets	70
Managing Multiple Worksheets	24	Add a Header or Footer	7
Insert and Delete Worksheets	24	Add a ficader of Pooter	/
Rename Worksheets	24	Index	6
Move a Worksheet	26	THUCK	U.
Change the Worksheet Tab Color	26		
Hide a Worksheet	26		
Create a Cell Reference to Another Worksheet	27		
Create a Copy of a Worksheet	28		
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		