

Microsoft® Office Excel® 2016 Roadmap

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Answer these questions honestly!

Can You...?

- Can you select adjacent and non-adjacent cells?
- Can you write a simple formula?
- Are you familiar with the Order of Operations?
- Can you use the Formula AutoComplete command to write a function?
- Have you ever used the Insert Function button to access the Function Library?
- Do you know the ways to navigate around a workbook?
- Do you use the AutoFill feature?
- Are you familiar with the new “Flash Fill” feature?
- Are you comfortable with absolute and relative references?
- Can you position cell contents where you want them?
- Can you manipulate the printouts you get in Excel?

No

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1-Day Course

Can You...?

- ◆ Can you customize the Ribbon and Quick Access toolbar?
- ◆ Are you able to create and use named ranges?
- ◆ Have you used Array functions before?
- ◆ Can you use Text and Logical functions to analyze your data?
- ◆ Do you know how to filter a list with multiple condition criteria?
- ◆ Do you use the sorting feature in Excel?
- ◆ Do you use conditional formatting to format a worksheet?
- ◆ Can you create simple charts?
- ◆ Are you able to customize your chart features?
- ◆ Can you create a Pivot Table?
- ◆ Can you filter your data using slicers?

No

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1-Day Course

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Answer these questions honestly!

Can You...?

- Do you know how to use the Consolidate feature in Excel?
- Can you link your spreadsheets to each other and external sources?
- Can you create conditional formatting based on functions and formulas?
- Are you comfortable with the basics of macros?
- Do you know how to password protect your spreadsheets?
- Can you write LOOKUP functions easily?
- Can you combine (nest) functions?
- Can you troubleshoot invalid formulas?
- Do you know how to set up data validation on a cell?
- Have you created sparklines in your spreadsheets?
- Have you used Data Tables to determine potential outcomes?
- Have you used Goal Seek and Solver?
- Do you know how to add trend lines to your charts?

No

Take Excel 2016 – Advanced
1-Day Course