



## Excel 2016 Interface

- Start Screen
- Excel Window
- Ribbon
- Excel Options

## Section 1 - Creating a Chart

- Elements of a Chart
- Embedded Chart vs. Chart Sheet
- Common Chart Types
- Creating Charts
- Quick Analysis
- Moving Charts
- Previewing Charts
- Charting Data from Different Sheets

## Section 2 - Formatting a Chart

- Selecting the Embedded Chart
- Changing the Layout
- Resize a Chart
- Axes and Gridlines
- Add Trendlines
- Chart Background
- Selecting Chart Elements
- Insert a Picture

## Section 3 - Status Bar

### Calculations & Functions

- Status Bar Calculator
- Absolute Cell References
- Complex Functions
- IF Statement
- PMT Function
- Future Value
- What If Analysis
- Goal Seek
- Data Table

## Section 4 - Create & Manage Lists

- Creating a List
- Using the Form Command

## Section 5 - Sort & Filter Lists

- Sorting
- Filtering a List
- Custom Filter
- Blanks and Nonblanks
- Conditional Formatting
- Subtotal Data in a List
- Remove Subtotals
- COUNTIF and SUMIF Functions

## Section 6 - PivotTables & PivotCharts

- PivotTable Basics
- Build a PivotTable
- Rearranging the PivotTable
- Refresh the PivotTable
- Move the PivotTable
- Using Recommended PivotTables
- Creating a PivotChart
- Create a PivotChart from a PivotTable