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Quick Guide to New 2016 Excel Interface

Creating Data Tables

- Using Tables
- Creating a Table from Existing Data
- Changing the Table Name & Style
- Changing Table Style Options
- Creating a Total Row
- Adding Table Rows & Columns
- Inserting/Deleting Table Rows/Columns
- Creating a Calculated Column
- Selecting Parts of a Table
- Moving a Table
- Sorting Data by Multiple Levels
- Using Text & Number Filters
- Using Data Validation
- Validating Data using a List
- Creating a Custom Error Message
- Removing Data Validation

Advanced Filtering using Criteria

- Creating/Using a Criteria Range
- Showing All Records
- Using Comparison Criteria
- Using an Advanced & Condition
- Using an Advanced OR Condition
- Copying Filtered Records
- Using Database Functions
- Finding Unique Records
- Removing Duplicates from a Table

Exporting / Importing & Web Data

- Exporting Data to Other Applications
- Importing Data from Access
- Importing Data From Text Files
- Changing External Data Range Properties
- Importing Data from Other Applications
- Removing the Query Definition
- Importing Dynamic Data from the Web
- Copying a Table from a Web Page

Using Paste Special Effectively

- Working with Paste Special
- Copying Values between Worksheets
- Copying Formulas between Worksheets
- Performing Mathematical Operations

Creating PivotTables & PivotCharts

- Creating a PivotTable Report
- Adding PivotTable Report Fields
- Selecting a Report Filter Field Item
- Refreshing a PivotTable Report
- Changing the Summary Function
- Adding New Fields to a PivotTable Report
- Moving PivotTable Report Fields
- Using Expand & Collapse Buttons
- Hiding/Unhiding PivotTable Report Items
- Deleting PivotTable Report Fields
- Creating Report Filter Pages
- Formatting a PivotTable Report
- Creating a PivotChart Report
- Publishing PivotTable Reports to the Web

Consolidating Worksheets

- Using Consolidated Worksheets
- Consolidating by Category
- Consolidating by Position

Sharing Workbooks

- Using & Saving a Shared Workbook
- Viewing Users Sharing a Workbook
- Viewing Shared Workbook Changes
- Changing the Update Frequency
- Highlighting Changes
- Managing/Resolving Conflicting Changes
- Setting Change History Options
- Adding a History Worksheet
- Reviewing Tracked Changes
- Merging Shared Workbook Files

Using Range Names

- Working with Range Names
- Jumping to a Named Range
- Assigning Names
- Using Range Names in Formulas
- Creating Range Names from Headings
- Applying & Deleting Range Names
- Using Range Names in 3-D Formulas