

Ref : EB31-420

Excel 2016

Migration and new features

Aim

Discover the new interface and make the most of Excel 2016's new features.

Target audience

Every person needing to use Excel 2016 who has already worked with a previous version.

Level required

Regular use of a previous version of Excel.

Estimated time to complete the essential modules

06h 15min

Course content

► The essential modules

Microsoft Office 2016: New Features



Video

This module includes a video made up of 14 sequences.

- **What's new in Excel 2016**
 - Creating a hierarchical chart
 - Creating a waterfall chart
 - Creating a Histogram statistic chart
 - Creating a Pareto statistic chart
 - Creating a Box and Whisker statistic chart
 - Using the new pivot table features
 - Using a selection of multiple slicers for filtering
 - Creating a 3D map
- **What's new in PowerPoint 2016**
 - Recording on-screen action
- **What's new in Outlook 2016**
 - New ways of working with attachments
- **New 2016 Features common to Word, Excel and PowerPoint**
 - Using Tell me help
 - Inserting a handwritten equation
 - New techniques for opening and saving files
 - Using Smart Lookup

Excel 2016 – Changing versions whilst keeping your previous habits



MEDIAplus
eLearning

This module offers interactive training consisting of 53 training videos, 53 exercises and 10 additional resources.

New in 2016: 01 - Basic commands part 1

- You need to know: About your spreadsheet application
- Opening a workbook
- Overview of the environment
- Calculating a sum and other basic functions
- Applying a theme
- Cell colour
- Page layout
- Print preview and printing
- Creating a new workbook
- Using Microsoft Excel Help
- Zoom
- Inserting and deleting sheets, sheet background

New in 2016: 01 - Basic commands part 2

- Cell styles
- You need to know: Calculating with functions
- Control date, date formats
- Applying a conditional format
- Managing conditional formats
- Sorting data
- Splitting the window, freezing a column/row
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files

New in 2016: 03 - Charts, pictures and other graphics

- You need to know: Charts
- Creating and positioning a chart
- Managing a chart
- Adding and removing items
- Formatting chart items
- Modifying data labels
- Managing series
- Chart type options
- Managing chart templates
- Printing and page layout of a chart
- Creating a sparkline
- Managing sparklines
- Creating a drawing object
- Managing pictures

New in 2016: 04 - Databases and pivot tables

- Creating and managing a table
- Presenting and sorting data in a table
- Automatic calculations in a table
- Automatic filtering
- Custom filters
- Blank cells and duplicates
- You need to know: Pivot tables and pivot charts
- Creating a pivot table
- Modifying a pivot table
- Selecting, copying, moving or deleting in a pivot table
- Defining the layout and the presentation of a pivot table

- Filtering and searching for data in a pivot table
- Pivot charts
- You need to know: Flash Fill

New in 2016: 05 - Advanced commands

- You need to know: Customising the ribbon
- You need to know: Styles and templates
- Creating and customising a theme
- Creating and working with templates
- You need to know: Exporting data
- Importing data
- Finalising a workbook
- Macros
- Digital signatures
- You need to know: Office Online and Office 365

► Complementary material

Excel 2016 – Reference book



Online book

This module includes digital course material.