

Excel 2016 and Financial Data

Session Outline

Session Summary:	In this session, you will create a new workbook, use basic formulas, and apply formatting. You will download data from the Finance Data Warehouse and perform various formula, functions, and formatting. Lastly, you will create and work with pivot tables.		
Intended Audience:	Any CSUB Staff or Faculty		
Duration:	2 Hours	Format:	Presentation and Hands-On Activities
Prerequisites:	Familiarity with Microsoft Excel 2016		
Objectives:	<p>We cover:</p> <ul style="list-style-type: none">• Basic Excel Concepts• Finance Data Warehouse Data• Formatting Data• Basic Formulas• Sorting Columns• Hiding Columns• Freezing Panes• Filtering Data• Conditional Formatting• Sub-totaling• Pivot Tables• Printing		
Class Schedule:	<p>For training schedule, please visit:</p> <p>Campus Training</p> <p>http://www.csub.edu/training/schedules/index.html</p>		
Registration Information:	<p>For registration, please use the Online Registration at:</p> <p>https://pstraining.csub.edu</p>		



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