

To learn more or refresh your memory on the topics covered, please refer to the following GCFLearnFree.org tutorials.

## Excel 2016 Basics

Lesson 1: Getting Started with Excel  
Lesson 3: Creating & Opening Workbooks

## Working with Cells and Sheets

Lesson 5: Cell Basics  
Lesson 6: Modifying Columns, Rows, & Cells  
Lesson 7: Formatting Cells  
Lesson 8 Understanding Number Formats  
Lesson 12: Page Layout and Printing

## Working with Formulas and Functions

Lesson 13: Intro to Formulas  
Lesson 16: Functions

## Working with Data

Lesson 18: Freezing Panes & View Options  
Lesson 19: Sorting Data  
Lesson 20: Filtering Data  
Lesson 21: Subtotaling Data  
Lesson 22: Tables  
Lesson: 24: Conditional Formatting

## Doing more with Excel

Lesson 27: Intro to Pivot Tables  
Lesson 28: Doing More with Pivot Tables

# Excel 2016 and Student Data



In this session, you learned how to create a new workbook, use basic formulas, and apply formatting. Additionally, you learned how to download data from myCSUB and perform various formula and functions.

## Training Content

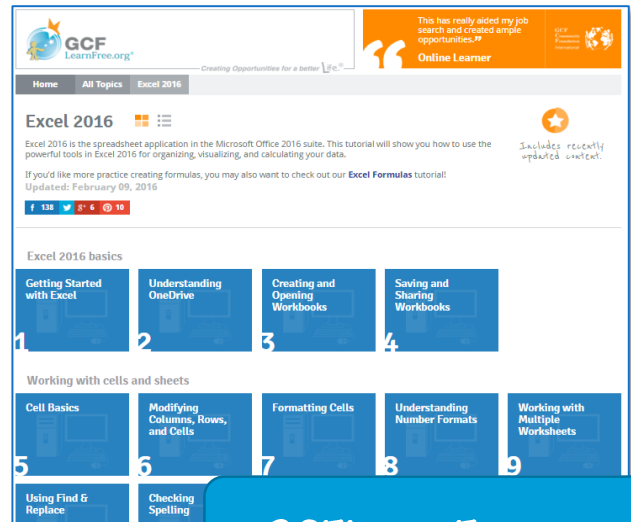
- Basic Excel Concepts
- Query Data
- Formatting Data
- Basic Formulas
- Sorting Columns
- Hiding Columns
- Freezing Panes
- Filtering Data
- Conditional Formatting
- Sub-totaling
- Pivot Tables
- Printing

# Where to Get Help on Excel 2016

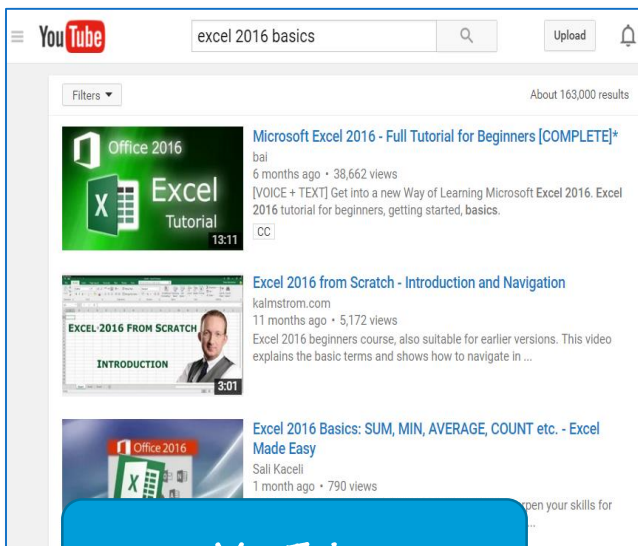
Numerous resources for **Excel 2016** are available on the web.

## GCF LearnFree.org

Provides great step-by-step instructions and videos from basic to advanced users.



GCFLearnFree.org



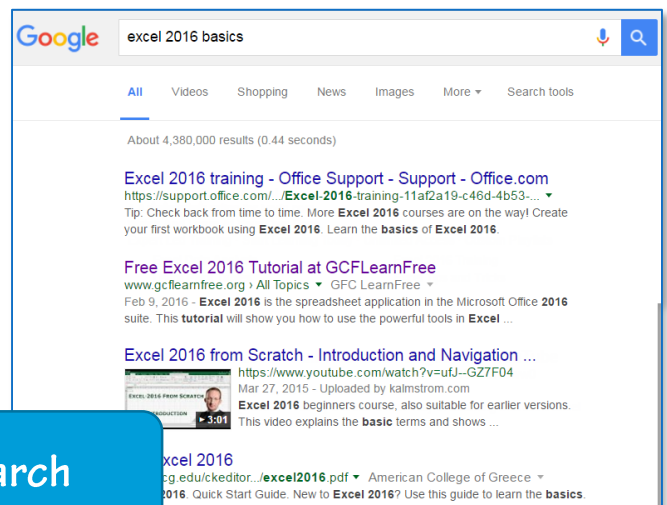
YouTube

## YouTube

Provides great videos from basic to advanced users.

## Search Engines

Provides great videos, forums, and instructions from basic to advanced users.



Google Search