

# Microsoft Excel 2016

## Structured technical training and certification preparation

A practical, student-friendly outline covering key concepts, tools, and applied workflows.

### MODULES

5

### LESSONS

33

### FORMAT

Self-paced

## Module Breakdown

<p><b>MODULE 1</b></p> <p><b>Learning Block 1</b> Tabs And Ribbons Part2 Cells Part1 Cells Part2 Cells Part3 Cells Part4 Calculations Part1 Calculations Part2</p>	<p><b>MODULE 2</b></p> <p><b>Learning Block 2</b> Calculations Part3 Printing Part1 Printing Part2 Excel 2016 Intermediate Menus And Keyboard Shortcuts Part1 Menus And Keyboard Shortcuts Part2 Menus And Keyboard Shortcuts Part3</p>
<p><b>MODULE 3</b></p> <p><b>Learning Block 3</b> Tabs Part1 Tabs Part2 Formulas And Calculations Part1 Formulas And Calculations Part2 Formulas And Calculations Part3 Formulas And Calculations Part4 Importing Data Part1</p>	<p><b>MODULE 4</b></p> <p><b>Learning Block 4</b> Importing Data Part2 Invoices Excel 2016 Advanced Advanced Invoice Part1 Advanced Invoice Part2 Advanced Invoice Part3 Advanced Invoice Part4</p>

## Module Breakdown (continued)

### MODULE 5

#### Learning Block 5

Number Crunching  
Creating A Pivot Table From Scratch  
Smaller Excel Components Part1  
Smaller Excel Components Part2  
Smaller Excel Components Part3