**Excel 2016 – Intermediate**

**Facilitator**: Brett Neal

**Target Audience**: This class is designed for Excel 2016 users with a solid understanding of the basics of spreadsheets who wish to perform more complex operations.

**Time Allotted**: 3 hours

**PeopleSoft Course Number**: CPT058

**Overall Objectives**: Gain experience using intermediate formatting skills in Excel, and creating charts and graphs.

**Learning Outcomes**:

* List the types of charts and graphs available in Excel and describe their functions
* Compare types of charting tools and choose the best for your data
* Construct various charts and graphs
* Analyze and correct errors in how data is displayed in a chart or graph
* Understand the AutoSum functionality
* Convert text to columns
* Summarize data on the status bar
* Link and embed objects
* Insert hyperlinks