

Table of Contents

EXCEL 2016 LESSON 1: ADVANCED WORKBOOK FORMATTING	1	EXCEL 2016 LESSON 4: LOOKUP FUNCTIONS AND OUTLINES	51
Formatting with Themes	2	Introducing Lookup Functions	52
Customizing Themes	2	The VLOOKUP and HLOOKUP Functions	52
Applying Cell Styles	4	Using the Outline Feature	55
Using the Format Cells Dialog Box	6	Creating Subtotals	57
Cell Borders and Fill	6	The Subtotal Dialog Box	58
Creating Custom Number Formats	8	Using the Quick Analysis Tool	60
Customizing the Page Setup	10	<i>Index</i>	65
Adding a Worksheet Background Image	11		
Add Images to a Worksheet	11		
Use Conditional Formatting	13		
Using Zoom Tools	14		
Editing Document Properties	15		
EXCEL 2016 LESSON 2: DATE FUNCTIONS AND CONDITIONAL FORMATTING	19		
Understanding Date Serial Numbers	20		
Applying Custom Date Formatting	20		
Entering Time Information in Excel	22		
Using Date Functions	23		
Entering Date and Time Calculations	24		
Working with Conditional Formatting	25		
Conditional Formatting with Graphics	26		
Using the Conditional Formatting Rules Manager	26		
EXCEL 2016 LESSON 3: ADVANCED FUNCTIONS FOR TEXT AND ANALYSIS	31		
Using Functions to Modify Text	32		
Changing Case	32		
Extracting Text	32		
Combining and Separating Text	33		
Other Text Functions	34		
Creating Conditional Functions Using IF Criteria	36		
Function Syntax	37		
Nested Functions	39		
Troubleshooting Formulas	41		
Trace Precedents and Dependents	41		
Checking for Errors	42		
Evaluate a Formula	43		
3-D Cell References	45		