# Microsoft Excel 2016, Part 3 of 6: Working with Data

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**Meet the expert:** Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

**Prerequisites:** This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Excel is assumed.

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**Course description:** Delve into Excel's ability to complete calculations on formatted data with Microsoft Office expert Leeanne McManus. From basic multiplication and division to the use of advanced, predefined formulas, Leeanne will review the best practices for applying various types of calculations to your data.

**Course outline:**

**Creating Calculations**
- Introduction
- Creating Calculations
- Demo: Calculations
- Demo: Entering Calculations
- Summary

**Formulas**
- Introduction
- Formulas
- Demo: Formulas
- Demo: Parentheses
- Demo: Parentheses Cont.
- Summary

**Functions**
- Introduction
- Functions
- Demo: Functions
- Demo: Text Functions
- Demo: Convert to One Field
- Demo: If
- Summary

**AutoComplete**
- Introduction
- AutoComplete Functions
- Demo: AutoComplete
- Summary

**AutoFill**
- Introduction
- AutoFill
- Demo: AutoFill
- Summary

**FlashFill**
- Introduction
- FlashFill
- Demo: FlashFill
- Demo: Forcing FlashFill
- Summary

**Cell Reference**
- Introduction
- Cell References
- Relative, Absolute, Mixed
- Demo: Cell Reference
- Demo: Absolute Cell Reference
- Summary