

Second Edition: Build IT Skills via LOC Learn, Excel 2016

Build Core Competencies via LOC Learn continues with development tools that map virtual learning resources to the Library's core competencies. This week's topic is **IT Skills: Microsoft Excel 2016**. We encourage you to share these learning opportunities with your employees:

Online Learning Resource	Resource Type, Duration	Speaker/ Author	What you will learn:
Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks	Course, 1 hour and 4 minutes	N/A	Learn how to cut, copy, and paste data; navigate between data cells and worksheets; and customize your Excel workspace. Also learn about creating and opening workbooks, moving data around, organizing worksheets, and saving and exporting data.
Microsoft Excel 2016 Essentials: Formatting Data	Course, 54 minutes	N/A	Learn how to create custom formatting and styles, and copy formatting from cell to cell. Further, learn how to position the data in your spreadsheet.
Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates	Course, 1 hour and 2 minutes	N/A	Learn how to configure how you want a workbook and the work area itself to appear. Further, learn how to add and customize templates and styles.
Microsoft Office 2016 Intermediate Excel: Working with Data	Course, 1 hour and 5 minutes	N/A	Learn about basic alphabetical and numerical sorts through color sorting and custom configured sorts. The course also covers grouping, filtering, searching, and ensuring valid data is entered.
Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms	Course, 1 hour and 11 minutes	N/A	You will learn how to use the Power Pivot feature of Excel 2016. This course also covers the creation of custom and conditional formatting and filters, as well as custom fills.
Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors	Course, 1 hour and 3 minutes	N/A	This course covers using the accessibility checker to identify accessibility issues, alternating the tab order, and making sure a workbook is modified appropriately for use in other jurisdictions. The course also covers transforming data and checking your work for errors.
Excel 2016 Bible	Book, 1152 pages	John Walkenbach	This comprehensive, go-to guide will lead you through the features and capabilities of Excel and teach you to incorporate templates, implement formulas, create, edit, sort, analyze, summarize and format data, and much more.