



Microsoft® Excel 2016 Level 1

Course Description:

This course is the first in a series of our Microsoft® Office Excel 2016 courses. This course is designed for people who wish to gain the skills necessary to create, edit, and print basic Microsoft® Office Excel 2016 workbooks.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to create, edit, and enhance spreadsheets using Microsoft® Office Excel 2016.

Upon successful completion of this course, students will be able to:

- Explore the Excel 2016 environment
- Enter and edit data in a worksheet
- Selecting data in a worksheet
- Save the workbook
- Modify a worksheet
- Create formulas in a worksheet
- Apply formatting to a worksheet
- Print workbook contents

Prerequisite: Experience and familiarity with Windows environment.

Course Outline

Introduction

- The Excel 2016 user interface
- The Quick Access Toolbar
- Open/Save/Close a workbook
- Save to OneDrive (cloud)
- Backstage View
- Tell Me What You Want to Do Feature

Create a Basic Worksheet

- Basic Navigation
- Selecting Data
- Enter/Delete/Replace/Edit Data
- Understand types of data: Labels, Values, Formulas
- Move/Copy data
- Hide/Show/Insert/Delete rows and columns

Create Lists

- Create numeric lists
- Create custom lists

Perform Calculations

- Create basic formulas
- Replicate formulas

Understand References

- Replicate formulas
- Relative/Absolute cell references

Formatting a Worksheet

- Format Text
- Format Values
- Format Cell Borders/Colors

Use Page Layout View Header and Footer Creation

Print Preview

- Usage
- Customization

Printing Excel Spreadsheets (customizing)