

Excel 2016 – Basic Level

Target Audience

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.

Course Objectives

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyse the data that is critical to the success of your organization. You will:

- Get started with Microsoft Office Excel 2016.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Course Outline

1 - GETTING STARTED WITH MICROSOFT OFFICE EXCEL 2016

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Enter Cell Data
- Topic E: Use Excel Help

2 - PERFORMING CALCULATIONS

- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas and Functions

3 - MODIFYING A WORKSHEET

- Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- Topic B: Search for and Replace Data
- Topic C: Use Proofing and Research Tools

4 - FORMATTING A WORKSHEET

- Topic A: Apply Text Formats
- Topic B: Apply Number Formats
- Topic C: Align Cell Contents
- Topic D: Apply Styles and Themes
- Topic E: Apply Basic Conditional Formatting
- Topic F: Create and Use Templates

5 - PRINTING WORKBOOKS

- Topic A: Preview and Print a Workbook
- Topic B: Set Up the Page Layout
- Topic C: Configure Headers and Footers

6 - MANAGING WORKBOOKS

- Topic A: Manage Worksheets
- Topic B: Manage Workbook and Worksheet Views
- Topic C: Manage Workbook Properties

