

Excel 2016 – Level 1

Duration: 1 day

Overview:

This course aims to provide students with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

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.

At Course completion:

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 organisation. You will: Get started with Microsoft Office Excel 2016. Perform calculations. Modify a worksheet. Format a worksheet. Print workbooks. Manage workbooks.

Module 1: Getting Started with Microsoft Office Excel 2016

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

Module 2: Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

Module 3: Modifying a Worksheet

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

Module 4: Formatting a Worksheet

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

Module 5: Printing Workbooks

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

Module 6: Managing Workbooks

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties