Microsoft Office Excel 2016: Part 1

Modality: Virtual Classroom

Duration: 1 Day

About this Course:

All around the globe, organizations, and firms rely on data or information to make optimal decisions. However, with ever-growing data, it is becoming humanly impossible to organize it manually. That is why software products such as Excel are now a daily need.

Microsoft® Office Excel® 2016 can be of great help to you in this regard. Excel can help you create worksheets and workbooks which help you organize, store, calculate, revise, modify, analyze, and present data in a much easier and neat way.

It makes your decision-making process much more streamlined and decreases manual paperwork. This course will help you build up the expertise that you require to operate Microsoft Office Excel 2016.

Course Objectives:

At the end of this course, you will be eligible to create, develop and modify Excel worksheets and workbooks to store, collect, modify, calculate and revise data for the critical success of your business.

You will know how to:

- Navigate and browse through Microsoft Office Excel 2016
- Perform calculations on the data
- Format and edit worksheet and workbooks
- Print Excel spreadsheets
- Manage spreadsheets

Audience:

The target audience for this course are candidates who are looking to build strong concepts related to Microsoft Office Excel 2016.

Prerequisites:

Students should be familiar with working in a Windows environment on their personal computers and have some knowledge of using simple hardware associated with the system. Additionally, experience with Windows® 10 will prove to be beneficial for them.

Students should know how to navigate their way through a desktop including file management, switching between applications and basic navigation. Other than that, students must complete the following course or have equivalent knowledge:

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- *Using Microsoft Windows 10*
- *Microsoft Windows 10: Transition from Windows 7*

Course Outline:

Lesson 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

Lesson 2: Performing Calculations

Topic A: Create Worksheet Formulas

Topic B: Insert Functions

Topic C: Reuse Formulas and Functions

Lesson 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

Lesson 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

Lesson 5: Printing Workbooks

Topic A: Preview and Print a Workbook

Topic B: Set Up the Page Layout

Topic C: Configure Headers and Footers

Lesson 6: Managing Workbooks

Topic A: Manage Worksheets

Topic B: Manage Workbook and Worksheet Views

Topic C: Manage Workbook Properties

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