

# Microsoft Excel 2016 Introduction Course 1 Day

## OVERVIEW

During this course, students will learn how to create, edit, and enhance standard spreadsheets by using Microsoft® Office Excel 2016.

## WHO SHOULD ATTEND

This course is designed for students who wish to learn the basic operations of the Microsoft Excel to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Excel features.

## PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

**The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.**

### Introduction

- Screen layout
- Spreadsheet structure
- Navigation and selecting worksheets
- Creating a basic spreadsheet
- Saving, closing & opening workbooks
- Help options

### Basic Features

- Selecting cells and entering data
- Cut, copy and deleting cells
- Autofill
- Undo and redo
- Column widths and row heights
- Hiding / unhiding columns & rows

### Formatting

- Text formatting
- Number formatting
- Cell alignment
- Cell styles
- Clearing formats
- Format painter

### Formulas

- Creating a simple formula
- Using AutoSum
- Averages, Max, Min & Count
- Copying / moving formulas
- Absolute formulas vs relative formulas
- Formula auditing

### Working With Worksheets/Workbooks

- Adding and deleting worksheets
- Moving and copying worksheets
- Renaming / Recolouring tabs
- Protecting worksheets
- Hiding worksheets

### Charts

- Creating a basic chart
- Chart Options
- Printing charts

### Printing

- Page orientation
- Print options / areas
- Print Selection

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