



Excel 2016

Level 1

This interactive instructor-led course covers the basic functions and features of Excel. Students will learn how to enter and edit text and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options, insert headers and footers, create some basic formulas and functions, setup print settings and manage their worksheet tabs.

Lesson 1 - Excel Basics

- Creating an Excel Workbook
- Examining the Excel Environment
- Opening an Existing Workbook
- Navigating a Worksheet
- Creating a New Workbook
- Saving a New Workbook
- Moving between Workbooks
- Setting Excel Options
- Switching between Views
- Using “Tell Me” to Obtain Help
- Closing a Workbook and Exiting Excel

Lesson 2 – Working with Data

- Entering Text and Numbers
- Entering Simple Formulas
- Choosing Formula Cell References
- Using Autosum
- Changing and Deleting Data
- Using Undo/Redo
- Using Find and Replace
- Using the Go To Command
- Spell Checking your Worksheet
- Inserting Symbols

Lesson 3 – Editing a Worksheet

- Working with Ranges
- Copying and Pasting Data
- Using the Office Clipboard
- Cutting and Pasting Data
- Copying and Moving Cells using Drag-And-Drop
- Changing Column Width and Row Heights
- Inserting and Removing Rows and Columns
- Copying Data and Formulas with AutoFill
- Filling in Cells using Flash Fill

Lesson 4 – Formatting a Worksheet

- Formatting Text and Values
- Using the Format Cells Dialog Box
- Using the Format Painter Button
- Alignment and Text Wrapping
- Merging Cells and Centering Text
- Adding Cell Borders
- Applying Colors and Shading to Cells
- Applying Cell Styles
- Hiding and Unhiding Rows and Columns
- Freezing and Unfreezing Rows and Columns
- Inserting and Removing Page Breaks

Lesson 5 – Page Setup and Printing

- Adjusting Margins
- Setting Page Orientation and Paper Size
- Defining a Print Area
- Printing Worksheet Titles
- Forcing a Worksheet to Fit
- Inserting Headers and Footers
- Printing a Worksheet

Lesson 6 – Formulas and Functions

- Relative, Absolute & Mixed References
- Copying Formulas
- MIN, MAX, COUNT and AVERAGE Functions
- The Insert Function Button

Lesson 7 – Modifying Workbooks

- Adding, Deleting and Copying Worksheets
- Renaming Worksheets
- Repositioning Worksheets
- Grouping Worksheets
- Changing Worksheet Tab Colors
- Using 3-D Formulas & References