Microsoft Excel 2016 - Introduction

General Description

Create and manage workbooks with formulas and functions, format data, produce charts and print workbooks.

Learning Outcomes

- Operate the main Excel screen components including the Ribbon, Quick Access Toolbar and dialog boxes
- Create and save a new workbook containing text, numbers, dates and formulas
- Navigate within and between worksheets using keyboard shortcuts, mouse techniques and the Go To feature
- Use undo and redo, edit cell contents and delete data
- Select rows, columns, contiguous and non-contiguous cell ranges
- Quick copy using Auto Fill and copy individual cells and cell ranges
- Extract data via Flash Fill and use Auto Fill to fill a linear series and a growth series
- Move the contents of cells using cut and drag techniques
- Develop basic formulas and use the SUM, AVERAGE, MAX and MIN functions
- Understand and use relative, mixed and absolute cell references in formulas
- Select different fonts, grow and shrink fonts, change background colours and use the Format Painter
- Indent cell contents and apply horizontal and vertical alignment options
- Format numbers and dates using currency, percentage, fraction and date formats
- Set precise column widths, set the default column width and adjust row heights
- Switch between worksheet views, adjust display options and insert and delete cells, rows and columns
- Sort data alphabetically and/or numerically based on one or multiple columns
- Filter data using compound and custom filters
- Print preview data, print a range, print an entire workbook and adjust print options
- Produce recommended charts, embedded charts and chart sheets, change the chart type and apply chart styles
- Access and navigate the Help window, use Google for help and print Help topics
- Plan, organise and design documented spreadsheets with effective formulas

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Getting to Know Excel 2016
Creating a New Workbook
Working with Workbooks
Editing in a Workbook
Selecting Ranges
Copying Data
Filling Data
Moving Data
Formulas and Functions
Formula Referencing
Font Formatting
Cell Alignment
Number Formatting
Row and Column Formatting
Working with a Worksheet
Sorting Data
Filtering Data
Printing
Creating Charts
Getting Help
A Guide to Brilliant Spreadsheets