Microsoft Excel 2016 Introduction

Course Description

Microsoft Excel 2016 Introduction is part of a 3-level study program. This course aims to give participants a thorough understanding of the basics of creating and working with spreadsheets using Microsoft Excel 2016. It covers creating a new workbook, adding data, editing data, working with formulas, printing and charting.

Learning Outcomes

At the completion of Microsoft Excel 2016 Introduction you should be able to:

- navigate your way around Microsoft Excel 2016
- open and navigate within workbooks and worksheets
- understand and work with ranges in a worksheet
- use the fill operations available to fill a data series
- understand, create and work with formulas and functions
- understand and use formula cell referencing
- understand and use the number formatting features in Excel
- sort data in a list in a worksheet
- filter data in a table
- print your workbook data
- create effective charts in Microsoft Excel
- obtain help for Excel whenever you need it

Prerequisites

Microsoft Excel 2016 Introduction assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the *Windows* operating system.

Course Duration

The Microsoft Excel 2016 Introduction course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of $35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

Course Contents

Getting to know Excel 2016

- The Excel Workbook Screen
- Using the Ribbon
- Accessing the Backstage View
- Using Shortcut Menus
- Using the Quick Access Toolbar

Creating a New Workbook

- Typing Text, Numbers and Dates
- Using Easy Formulas
- Saving a New Workbook
- Check Spelling

Working with workbooks

- Opening an existing workbook
- Navigating a workbook
- Navigating using the keyboard
- Using Go To
- Recent Files and Folders

Editing in a workbook

- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Using Undo and Redo

Selecting Ranges

- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns

Copying Data

- Using Fill for Quick Copying
- Copying from One Cell to Another
- Copying from One Cell to a Range
- Copying from One Range to Another

Filling Data

- Filling a Series
- Filling a Growth Series
- Extracting with Flash Fill

Formulas and Functions

- Creating Basic Arithmetic Formulas
- Using the SUM Function
- Summing Non-Contiguous Ranges
- Calculating an Average
- Finding a Maximum & Minimum Value
- Creating More Complex Formulas
- What if Formulas

Formula Referencing

- Relative Formulas
- Problems with Relative Formulas
- Creating Absolute References

Font Formatting

- Changing Fonts and Font Size
- Use Formatting Techniques
- Customise Colours
- Use Format Painter

Number Formats

- Apply General Formatting
- Format Money & Percentages
- Format Dates
- Increasing and Decreasing Decimals

Sorting Data

- Perform Alphabetical & Numeral Sort
- Sorting on More Than One Column

Filtering Data

- Apply and Use a Filter
- Clear a Filter
- Multiple Value Filters
- Creating Custom Filters

Printing

- Use Print Preview
- Printing a Range or Entire Workbook
- Print Options

Create Charts

- Creating a New Chart from Scratch
- Working with an Embedded Chart
- Customise Chart Options

ABN: 44 858 612 481