



Microsoft Excel 2016: Introduction

Overview: Students will learn how to use Excel 2016 to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

Prerequisites: Students should be comfortable in the Windows 10 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Microsoft Office Excel 2016

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

Lesson 2: Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

Lesson 3: Modifying a Worksheet

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

Lesson 5: Printing Workbooks

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

Lesson 6: Managing Workbooks

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties