

Excel 2016 Fundamentals

contextualised for schools

COURSE OUTLINE



Target Audience

This course is designed for users who have little or no experience with Excel. It is designed for those who are interested in gaining more confidence with creating spreadsheets from scratch or using existing spreadsheets with a greater understanding of what Excel can do.

Level

Introduction

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then we suggest that you consider our Excel Intermediate course	Not suitable
If you read through this outline and are familiar with some topics but you know very little about formulas then this is still the right course for you.	Suitable
If you read through this outline and most of it is unknown, then this is the right course for you	Suitable
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

Course outline

This course covers the following topics:

<ul style="list-style-type: none">- Overview of the Excel Screen- Creating a New spreadsheet- Opening and Saving files- Column widths and row heights- Inserting and deleting columns and rows- Filling ranges including Flash Fill- Navigating in a workbook- Formatting, including:<ul style="list-style-type: none">▪ Formatting text▪ Cell Alignment▪ Merge and Centre	<ul style="list-style-type: none">▪ Borders and shading▪ Format Painter▪ Formatting numbers- Cut, copy and paste- Working with Sheets- Simple formula construction- Functions including SUM, AVERAGE, COUNT, MAX and MIN- Printing and page setup techniques- Creating simple charts
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Duration

6 hours – 9am to 3:30pm

