



# Excel 2016<sup>©</sup> Introduction



*caring, flexible, professional*

**Duration: 1 day**

## TARGET AUDIENCE

This one-day course is designed for users new to Microsoft Excel 2016 © and is ideal for people who work in offices, clubs or charities, where there is a requirement to produce reports, budgets, list and the like.

## LEARNING OUTCOMES

The skills and knowledge covered are sufficient for real-world applications such as budgeting, analysing sales, producing reports, creating charts and graphs and managing small lists.

### Getting To Know Excel

- Starting Microsoft Excel
- The Excel 2016 Screen
- How Microsoft Excel 2016 Works
- Using the Ribbon
- Minimising the Ribbon
- Understanding and Accessing the Backstage View
- Shortcut Menus
- Understanding and Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding and Customising The Status Bar
- Getting help
- Exiting Safely from Excel

### Creating A New Workbook

- Creating a New Workbook
- Using the Blank Workbook Template
- Typing Text and values
- Entering dates
- Navigating workbooks
- Saving a New Workbook

### Formatting worksheets

- Formatting text
- Understanding Cell Alignment
- Aligning Right, to the Centre and Left
- Rotating Text
- Indenting Cells
- Merge and Centre
- Borders and patterns
- Fill
- Format Painter
- Formatting numbers

### Modifying a Workbook

- Cut, copy and paste
- Changing column widths
- Hiding and unhiding rows and columns
- Selecting columns and rows
- Inserting and deleting ranges
- Inserting and deleting rows and columns
- Working with Sheets

### Formulas and functions

- Simple calculations to add, subtract, multiply and divide
- Entering functions, SUM, MAX, MIN, AVERAGE, COUNT
- Relative addressing
- Paste special
- Formulas across sheets
- More complex formulas

### Formula Referencing

- Absolute versus Relative Referencing
- Relative Formulas
- Problems with Relative Formulas
- Creating Absolute References
- Creating Mixed References

### Printing

- Understanding Printing
- Previewing Before You Print
- Performing a Quick Print
- Selecting a Printer
- Printing a Range
- Printing an Entire Workbook
- Specifying the Number Of Copies
- The Print Options

### Creating Charts

- Choosing the Chart Type
- Creating a New Chart
- Working With an Embedded Chart
- Resizing a Chart
- Dragging a Chart
- Printing an Embedded Chart
- Creating a Chart Sheet
- Changing the Chart Type
- Changing the Chart Layout
- Changing the Chart Style
- Printing a Chart Sheet
- Embedding a Chart into a Worksheet
- Deleting a Chart

**Duration: 1 day**

**Class size: 10 max**

**Times: 9am to 4pm**

**Where to from here: Excel  
Intermediate**