

Excel 2016 Introduction

COURSE OUTLINE



caring, flexible, professional

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.

DURATION: 1 day

COURSE OUTLINE

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

[Click here for more information](#)



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