PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Excel 2016 Essentials

REQUEST QUOTE

1.0 DAY COURSE

Every business uses spreadsheets one way or another, developing your skills in MS Excel 2016 should be an essential part of your professional development plan.

The PD Training Microsoft Excel 2016 Essentials Training Course teaches you the basic features of Excel 2016, including formatting, printing, entering data, filter tools, editing, graphics and a thorough understanding of the interface. This course creates a solid foundation on which you can create your next spreadsheet with confidence.

This practical training course is now available throughout the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio, Seattle and also via instructor-led online training.

Contact us today for a group quote.

What You'll Gain:

This course was written for trainees wishing to learn to use Microsoft Excel. It is written for using Microsoft Excel in the Office 2016 suite of applications. However, it does not include a 'New Features' section exclusively about new features in Microsoft Excel within Office 2016 (see appendix A). It is very easy to see a complete list of the new features in Office v2016 in the Help menu on-screen. This courseware cannot and should not compete with the comprehensive coverage of new features detailed by Microsoft within the application's help files. To do so would be to hinder learning the raw application.

What this course seeks to do is teach the trainee Excel in the hope that he/she may be able to go and work just as well using v2002 for example and other versions. Wherever possible, 'version functionality' is purposely avoided.

Outcomes

This extensive training course in Excel 2016 Essentials develops basic skills and understanding of the application. After this course, participants will be able to use all of Excel 2016's basic functions to complete tasks expertly.

After completing this course, participants will have learned to:

- Create a new workbook
- Save a workbook
- Enter and delete data
- Insert rows and columns
- Merge and split cells
- Select data
- Use Find and Replace
- Hide and unhide cells
- Understand cell references and formulas
- Use basic formulas
- Understand and use basic functions
- Use spell check

Modules

Lesson 1: Getting started

- Workshop Objectives Explained
- Pre-Assignment

Lesson 2: Excel Essentials

- Objectives
- Starting Excel
    - Starting Excel
    - Starting Excel in Windows 8 Only
- What is a Worksheet?
- What is a Workbook?
- Identifying Parts of the Screen
- The Ribbon
- Using Selection Techniques
    - Selecting a Cell
- Selecting a Range of Cells
- Selecting Nonadjacent Cells and Ranges
- Selecting an Entire Worksheet
- Entering Data
    - Identifying Types of Data
- Entering Text Data into a Cell
- Entering Values
- Entering Data into a Range
- Quickly Adjusting a Column Width
- Finishing a Workbook
    - Saving a New Workbook

- Saving a Named Workbook
- Printing a Worksheet
- Closing a Workbook and Exiting from Excel
- Assignment

Lesson 3: Modifying a Workbook

- Opening a Workbook
  - Opening an Existing Workbook
- Creating a New Workbook
- Opening a Recently Used Workbook
- Creating Simple Formulas
  - Creating a Formula by Typing
- Creating a Formula by Pointing
- Using Functions
- Using the SUM Function
- Using the AutoSum Button
  - Using AutoSum
- Using the Formula Palette
- Editing Data on the Worksheet
  - Replacing the Data in a Cell
- Editing the Data in a Cell
- Editing a Formula
- Clearing the Contents from a Cell or Range
- Using Undo and Redo
- Assignment

Lesson 4: Managing the Worksheet

- Navigating in a Worksheet
  - Using Special Navigation Keys
- Using the Scroll Bars and Boxes
- Moving One Screen
  - Moving to the End of the Worksheet
- Changing Worksheets
- Using Go To
- Changing the Worksheet Structure
  - Inserting Cells, Rows and Columns
- Deleting Cells, Rows, and Columns
- Performing a Simple Sort
- Creating and Using Named Ranges
  - Naming Ranges
- Automatically Naming Ranges
- Navigating with Named Ranges
- Using Range Names in Formulas
- Pasting a List of Named Ranges
- Deleting and Editing Range Names
- Creating Named Constants
- Assignment

Lesson 5: Formatting the Worksheet

- Moving and Copying Data
  - Moving Data
- Copying Data
- Copying Data with AutoFill
- Creating a Series with AutoFill
- Defining Relative, Mixed, and Absolute References
- Copying Formulas
- Changing the Appearance of Data
  - Changing Column Width
- Changing Row Height
- Formatting Numbers
- Fonts
- Adding Enhancements

Lesson 6: Printing the Worksheet

- Printing a Single Worksheet
  - Using the Print Dialog Box
- Using Print Preview
- Creating Headers and Footers
- Removing the Grid
- Printing a Workbook
  - Printing a Whole Workbook
- Printing a Selection
- Using Print Areas
- Using Advanced Printing Techniques
  - Changing Page Layout

    - Using Font Style Attributes
- Aligning Data in Cells
- Merging and Centre Cells
- Rotating and Indenting Text
- Adding Borders and Shading
- Assignment

- Aligning the Printout
- Fitting a Document onto a Desired Number of Pages
- Working with Page Breaks
- Working with Page Breaks in Normal View
- Setting Print Titles
- Removing Print Titles
- Assignment

Lesson 7: Course Wrap Up

- Words from the Wise
- Lessons Learned

Talk to our expert team

Phone:

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