PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Excel 2016 Introduction

REQUEST QUOTE

1.0 DAY COURSE

Microsoft Excel is one of the most useful programs in Microsoft Office Suite, it allows users to organize, format and calculate data with formulas using a spreadsheet system.

The PD Training Microsoft Excel 2016 Introduction Training Course provides you with comprehensive training in the basic features of Excel 2016, including organizing data, page layouts, adding formulas and creating macros.

This hands-on training workshop is available now throughout 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.

Click the "Group Training Quote" button for a free quote for your internal team training or click the "Register Now" button to view the current public schedule.

What You'll Gain:

This course is designed to give users a good introduction to the basic concepts of Excel. It explores the structure of the Excel workbook and demonstrates basic techniques required for working with spreadsheets.

Outcomes

This extensive advanced training course in Excel 2016 helps develop basic skills and understanding of the application. After this course, participants will have gained expertise in using Excel 2016

After completing this course, participants will have learned to:

- Create a Basic Worksheet
- Create and insert Formulas in a Worksheet
- Modify a Worksheet
- Formatting a Worksheet
- Printing Workbook Contents

- Managing Large Workbooks
- Customize the Excel Environment

Modules

Lesson 1: Getting Started with Microsoft Excel 2016

- Identify the Elements of the Excel Interface
- Create a Basic Worksheet
- Use the Help System

Lesson 2: Performing Calculations

- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

Lesson 3: Modifying a Worksheet

- Manipulate Data
- Insert, Manipulate, and Delete Cells, Columns, and Rows
- Search for and Replace Data
- Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and Colours to Cells
- Apply Number Formats
- Align Cell Contents
- Apply Cell Styles

Lesson 5: Printing Workbook Contents

- Define the Basic Page Layout for a Workbook
- Refine the Page Layout and Apply Print Options

Lesson 6: Managing Large Workbooks

- Format Worksheet Tabs
- Manage Worksheets
- Manage the View of Worksheets and Workbooks

Lesson 7: Customizing the Excel Environment

- Customize General and Language Options
- Customize Formula Options
- Customize Proofing and Save Options
- Customize the Ribbon and Quick Access Toolbar
- Customize the Functionality of Excel by Enabling Add-Ins
- Customize Advanced and Trust Centre Options

Talk to our expert team

Phone:

Email: