

Overview:

Excel can help you organise, calculate, analyse, revise, update, and present your data in ways that will help the decision makers in your organisation steer you in the right direction. Of course, knowing exactly how to ask Excel the questions that you need answered, which questions you can even ask, and how to interpret the answers Excel gives is necessary before you can even begin to embark on the journey ahead. This course aims to provide you with the foundational Excel knowledge and skills necessary to begin that journey. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2016 Exam and the Excel 2016 Expert Exam.

Target Audience:

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.

Pre-requisites:

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should be comfortable in the Windows 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

At Course Completion:

After completing this course, students will be able to:

- Get started with Microsoft Office Excel 2016
- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbooks
- Manage workbooks

Lesson 1: Getting Started with Microsoft Excel 2016

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

Lesson 2: Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas

Lesson 3: Modifying a Worksheet

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and Colours to Worksheets
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

Lesson 5: Printing Workbook Contents

- Preview and Print a Workbook
- Define the Page Layout

Lesson 6: Managing Large Workbooks

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

Appendix A: Microsoft Office Excel 2016 Exam 77-420

Appendix B: Microsoft Office Excel 2016 Expert Exams 77-427 and 77-428

Appendix C: Microsoft Excel 2016 Common Keyboard Shortcuts