



Microsoft Excel (Introduction)

2016



Topics Covered:

Getting to Know Excel 2016

Starting Excel From the Desktop
Understanding the Excel Start Screen
The Excel Workbook Screen
How Excel 2016 Works
Using the Ribbon
Showing and Collapsing the Ribbon
Understanding the Backstage View
Accessing the Backstage View
Using Shortcut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
Understanding the Quick Access Toolbar
Adding Commands to the QAT
Understanding the Status Bar
Exiting Safely From Excel 2016

Creating a New Workbook

Understanding Workbooks
Using the Blank Workbook Template
Typing Text
Typing Numbers
Typing Dates
Typing Formulas
Easy Formulas
Saving a New Workbook on Your Computer
Checking the Spelling
Making Basic Changes
Safely Closing a Workbook

Working With Workbooks

Opening an Existing Workbook
Navigating a Workbook
Navigating Using the Keyboard
Using Go To
Recent Files and Folders

Editing in a Workbook

Understanding Data Editing
Overwriting Cell Contents
Editing Longer Cells
Editing Formulas
Clearing Cells
Deleting Data
Using Undo and Redo

Selecting Ranges

Understanding Cells and Ranges
Selecting Contiguous Ranges
Selecting Non Contiguous Ranges
Selecting Larger Ranges
Selecting Rows
Selecting Columns

Copying Data

Understanding Copying in Excel
Using Fill for Quick Copying
Copying From One Cell to Another
Copying From One Cell to a Range
Copying From One Range to Another

Filling Data

Understanding Filling
Filling a Series
Filling a Growth Series

Extracting With Flash Fill

Moving Data

Understanding Moving in Excel
Moving Cells and Ranges
Moving by Dragging

Formulas and Functions

Understanding Formulas
Creating Formulas That Add
Creating Formulas That Subtract
Formulas That Multiply and Divide
Understanding Functions
Using the SUM Function to Add
Summing Non-Contiguous Ranges
Calculating an Average
Finding a Maximum Value
Finding a Minimum Value
Creating More Complex Formulas
What if Formulas
Common Error Messages

Formula Referencing

Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References

Font Formatting

Understanding Font Formatting
Working With Live Preview
Changing Fonts
Changing Font Size
Growing and Shrinking Fonts
Making Cells Bold
Italicising Text
Underlining Text
Changing Font Colours
Changing Background Colours
Using the Format Painter

Cell Alignment

Understanding Cell Alignment
Horizontal Cell Alignment
Vertical Cell Alignment
Indenting Cells

Number Formatting

Understanding Number Formatting
Applying General Formatting
Formatting for Money
Formatting Percentages
Formatting as Fractions
Formatting as Dates
Using the Thousands Separator
Increasing and Decreasing Decimals

Row and Column Formatting

Approximating Column Widths
Setting Precise Columns Widths
Setting the Default Column Width
Approximating Row Height
Setting Precise Row Heights

Working With a Worksheet

Understanding Worksheets
Changing the Worksheet View

Worksheet Zooming

Viewing the Formula Bar
Viewing Worksheet Gridlines
Inserting Cells Into a Worksheet
Deleting Cells From a Worksheet
Inserting Columns Into a Worksheet
Inserting Rows Into a Worksheet
Deleting Rows and Columns
Working With Multiple Worksheets
Worksheet Wisdom

Sorting Data

Understanding Lists
Performing an Alphabetical Sort
Performing a Numerical Sort
Sorting on More Than One Column

Filtering Data

Understanding Filtering
Applying and Using a Filter
Clearing a Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
Using Wildcards

Printing

Understanding Printing
Previewing Before You Print
Selecting a Printer
Printing a Range
Printing an Entire Workbook
Specifying the Number of Copies
The Print Options

Creating Charts

Understanding the Charting Process
Choosing the Right Chart
Using a Recommended Chart
Creating a New Chart From Scratch
Working With an Embedded Chart
Resizing a Chart
Repositioning 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

Getting Help

Understanding How Help Works
Using Tell Me
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
Printing a Help Topic
Other Sources of Assistance
A Guide to Brilliant Spreadsheets
Good Planning Is Essential
Organisation and Design
Writing Effective Formulas
Documented and Easy to Use

Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
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Duration:

1 Full Day

Who should attend:

This course is designed for users new to **Microsoft Excel 2016** and spreadsheeting as a concept.

Course Pre-requisites:

This course assumes little or no knowledge of spreadsheets or **Microsoft Excel 2016**. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Excel Intermediate
- Microsoft Excel Advanced
- Microsoft Office

