



# 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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Tel: (07) 3325 3267

Fax: (07) 3264 4488

Post: PO Box 731  
Albany Creek QLD 4053

Email: [info@envisagetraining.com.au](mailto:info@envisagetraining.com.au)

Web: [www.envisagetraining.com.au](http://www.envisagetraining.com.au)

Last Updated: Dec 2015  
MSEX01

## 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