

COURSE OVERVIEW

Course Name:
Microsoft Excel 2016:
Essentials

COURSE DURATION: 1 Day

Gauteng:

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Melrose Arch
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Gauteng:

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Cape Town:

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COURSE OVERVIEW

With the amount of available data growing daily, the ability to make sense of all that data is becoming more and more challenging. Excel can help you organize, calculate, analyse, revise, update, and present your data in ways that will help the decisionmakers. It will also make these tasks much easier for you to accomplish, and in much less time.

COURSE OBJECTIVES

This course will provide you with a foundational Excel knowledge and skills.

You will

- Navigate the Excel user interface.
- Create and save workbooks.
- Perform calculations.
- Modify a worksheet.
- Format cell content.
- Print a worksheet.
- Manage workbooks.

COURSE OUTLINE

Lesson 1: Getting Started with Microsoft Office Excel 2016

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Enter Cell Data
- Topic E: Use Excel Help

Lesson 2: Performing Calculations

- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas and Functions

Lesson 3: Modifying a Worksheet

- Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- Topic B: Search for and Replace Data
- Topic C: Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

- Topic A: Apply Text Formats
- Topic B: Apply Number Formats
- Topic C: Align Cell Contents
- Topic D: Apply Styles and Themes
- Topic E: Create and Use Templates

Lesson 5: Printing Workbooks

- Topic A: Preview and Print a Workbook
- Topic B: Set Up the Page Layout
- Topic C: Configure Headers and Footers

Lesson 6: Managing Workbooks

- Topic A: Manage Worksheets
- Topic B: Manage Workbook and Worksheet Views
- Topic C: Manage Workbook Properties

Appendix A: Microsoft Office Excel 2016 Exam 77-727

Appendix B: Microsoft Office Excel 2016 Expert Exam 77-728

Appendix C: Microsoft Excel 2016 Common Keyboard Shortcuts

Appendix D: Basic Excel Customization

Appendix E: Adding Borders and Colours to Worksheets

Appendix F: Working with Graphical Objects

Appendix G: Internationalizing Workbooks