Introduction to Microsoft Excel 2016: Formulas, Formatting and Workbook Management

Duration: 1 day | **Price:** $175

Course Description: This course covers different features of the interface, show students how to print, cover some simple scenarios and the basics of formatting. By the end of this course, students should be comfortable with creating a new spreadsheet, utilizing basic formulae, making a spreadsheet look professional and presentable, working with charts and graphic objects, and saving and printing a spreadsheet.

Comprehensive hands on exercises are integrated throughout to reinforce learning and develop real competency.

Course Prerequisites: Students should be comfortable using the keyboard, mouse, and Start menu. No previous experience with other versions of Microsoft Excel is required.

Identifying the Elements of the Excel Interface

- Spreadsheets, Worksheets, and Workbooks
- Columns, Rows, Cells, and Ranges
- The Excel Interface
- Navigation Options
- Creating a New Blank Workbook
- Creating a New Workbook from a Template
- Using Tell Me
- Accessing Advanced Help Options

Creating a Basic Worksheet

- The Ribbon
- The Backstage View
- Data Types
- Excel 2016 File Formats
- The Save and Save As Commands
- Saving to Microsoft OneDrive
- Compatibility Mode
- The Convert Option
- The Compatibility Checker
- Checking for Accessibility Issues

Creating Formulas in a Worksheet

- Excel Formulas
- The Formula Bar
- Elements of an Excel Formula
- Common Mathematical Operators
- The Order of Operations

Inserting Functions in a Worksheet

- Functions Overview
- The Function Library
- Common Functions in Excel
- The Formula AutoComplete Feature

Reusing Formulas

- The Cut, Copy and Paste Commands
- Paste Special Options
- Relative References
- Absolute References
- Mixed References

Manipulating Data

- The Undo and Redo Commands
- The AutoFill Feature
- AutoFill Options
- The Transpose Option
- Live Preview
- The Clear Button

Inserting, Modifying, and Deleting Cells,

Searching For and Replacing Data

Columns and Rows

- Insert and Delete Options
- Column Width and Row Height Alternation Methods
- Hide and Unhide Options

Modifying Fonts

- The Font Group
- The Format Cells Dialog Box
- The Format Painter
- Galleries
- Live Preview and Formatting
- The Mini Toolbar

Applying Number Formats

- Number Formats in Excel
- Custom Number Formats

Defining the Basic Page Layout for a Workbook

- The Print Options in Backstage View
- The Page Setup Dialog Box
- The Print Preview Option
- Workbook Views
- Headers and Footers
- Header and Footer Settings
- Page Margins
- Margins Tab Options
- Page Orientation

Formatting and Managing Worksheet Tabs

- Renaming Worksheet Tabs
- Changing Tab Color
- Grouped Worksheets
- Repositioning Worksheets
- Inserting or Deleting Worksheets
- Hiding and Unhiding Worksheets
- Worksheet References in Formulas

Customizing General and Language Options

- The Excel Options Dialog Box
- The General Category
- The Language Category

- Cell Names and Range Names
- The Find Command
- The Replace Command
- The Go To Command
- Spell Check a Worksheet

Adding Borders and Colors to Cells

- Border Options
- Fill Options
- Sheet Backgrounds
- Paste Options

Aligning Cell Contents and Applying Styles

- Alignment Options
- The Indent Commands
- The Wrap Text Command
- Orientation Options
- The Merge & Center Options
- Apply Cell Styles
- The Style Dialog Box

Refining the Page Layout and Apply Print Options

- Zoom Options
- Page Breaks
- Page Break Options
- The Print Area
- Print Titles
- Scaling Options

Managing the View of Worksheets and Workbooks

- The Split Command
- The Freeze Panes Options
- The Arrange All Command
- The Arrange Windows Dialog Box
- The View Side by Side Command
- The Switch Windows Command
- The New Window Command

Customize Proofing and Saving Options

- The Proofing Category
- The Save Category
- Version Control

Customizing the Ribbon and Quick Access Toolbar

- The Customize Ribbon Category
- The Quick Access Toolbar Category

Customizing Advanced and Trust Center Options

- The Advanced Category
- The Trust Center Category

Modifying and Formatting Charts

- The Difference Between Modifying and Formatting
- Chart Elements
- Minimize Extraneous Chart Elements
- The Chart Tools Contextual Tabs
- Formatting the Chart with a Style
- Adding a Legend to the Chart

Creating Advanced Charts

- Dual Axis Charts
- Creating Custom Chart Templates
- Viewing Chart Animations

Layering and Grouping Graphic Objects

- Layering Objects
- Grouping Objects
- Positioning Objects

Customizing the Functionality of Excel by Enabling Add-Ins

- What Are Add-ins?
- The Add-Ins Category
- The Developer Tab

Creating Charts

- Chart Types
- Chart Insertion Methods
- Resizing and Moving the Chart
- Adding Additional Data
- Switching Between Rows and Columns

Creating a Trendline

- Trendlines Overview
- Types of Trendlines
- Adding a Trendline
- The Format Trendline Task Pane

Inserting and Modifying Graphic Objects

- Graphical Objects
- Inserting Shapes
- Inserting WordArt
- Inserting Text Boxes
- Inserting Images
- The Picture Tools – Format Contextual Tab
- The Drawing Tools – Format Contextual Tab
- The SmartArt Tools Contextual Tabs

Incorporating SmartArt

- SmartArt Overview
- The Choose a SmartArt Graphic Dialog Box
- About the Text Pane