The Ultimate Training Experience

Microsoft Excel 2016 Beginner
Excel

About The Course

This 1 day beginner's course aims to give participants, new to spreadsheets, a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel 2016. Participants learn through practical exercises and real-life scenarios. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

• Certificate of completion

• Training manual

• 12 months FREE email support

• FREE class re-sit (if necessary)

Who Should Do This Course?

This is an introductory course designed for people who need to know how to use Microsoft Excel 2016. Upon completion of the course, participants should be able to produce reports, budgets, lists and perform other similar tasks.

Prerequisites

No prior knowledge of Microsoft Excel is required; however should have a general understanding of personal computers and the Windows operating system.

Content

Unit 1: 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

Unit 2: Creating a New Workbook

• Understanding Workbooks
• Using the Blank Workbook Template
• Typing Text
• Typing Numbers

- Typing Dates
- Understanding the Fill Handle
- Typing Formulas
- Easy Formulas
- Saving a New Workbook on Your Computer
- Checking the Spelling
- Making Basic Changes
- Printing a Worksheet
- Safely Closing a Workbook

Unit 3: Working with Workbooks

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

Unit 4: Editing in a Workbook

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

Unit 5: 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

Unit 6: Selecting Ranges

- Understanding Cells and Ranges
- Selecting Contiguous Ranges
- Selecting Non Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Viewing Range Calculations
- Creating an Input Range

Unit 7: 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
- Copying Relative Formulas
- Copying to a Non-Contiguous Range
- Copying to Another Worksheet
- Copying to Another Workbook

Unit 8: Special Pasting

- Understanding Pasting Options
- Pasting Formulas
- Pasting Values
- Pasting Without Borders
- Pasting as a Link
- Pasting as a Picture
- The Paste Special Dialog Box
- Copying Comments
- Copying Validations
- Copying Column Widths
- Performing Arithmetic with Paste Special
- Copying Formats with Paste Special

Unit 9: Moving Data

- Understanding Moving in Excel
- Moving Cells and Ranges
- Moving by Dragging
- Moving Data to Other Worksheets
- Moving Data to Other Workbooks

Unit 10: 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
- Applying Strikethrough
- Subscripting Text
- Superscripting Text

Unit 11: Applying Borders

- Understanding Borders
- Applying a Border to a Cell

- Applying a Border to a Range
- Applying a Bottom Border
- Applying Top and Bottom Borders
- Removing Borders
- The More Borders Command
- Using the More Borders Command
- Drawing Borders
- Drawing a Border Grid
- Erasing Borders
- Formatting the Drawing Pencil

Unit 12: Cell Alignment

- Understanding Cell Alignment
- Horizontal Cell Alignment
- Vertical Cell Alignment
- Indenting Cells
- Rotating Text
- Wrapping and Merging Text
- Unmerging Cells

Unit 13: Row and Column Formatting

- Approximating Column Widths
- Setting Precise Columns Widths
- Setting the Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Hiding Rows and Columns
- Unhiding Rows and Columns

Unit 14: 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

Unit 15: Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats

- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- Understanding Format Codes
- Creating Descriptive Custom Formats
- Custom Formatting Large Numbers
- Custom Formatting for Fractions
- Padding Numbers Using Custom Formatting
- Aligning Numbers Using Custom Formats
- Customising the Display of Negative Values

Unit 16: Page Setup

- Strategies for Printing Worksheets
- Understanding Page Layout
- Using Built in Margins
- Setting Custom Margins
- Changing Margins by Dragging
- Centring on a Page
- Changing Orientation
- Specifying the Paper Size
- Setting the Print Area
- Clearing the Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting a Background
- Clearing the Background
- Settings Rows as Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling to a Percentage
- Fit to a Specific Number of Pages

Unit 17: 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

Looking for course dates?

To view a full list of course dates, please visit our website at **www.dynamicwebtraining.com.au**
Alternatively please contact our office on **1300 888 724**