



## Microsoft Excel 2016 Level 1

Course EXL16-1 1 Day Instructor-led, Hands on

### Introduction

During this one day instructor-led course, students will learn how to perform calculations; create and modify a worksheet; and print and manage workbooks.

### At Course Completion

Upon successful completion of this course, students will be able to:

- Create Excel worksheets
- Use formulas and functions to make calculations in worksheets
- Format worksheets
- Set printing options in workbooks
- Navigate worksheets and workbooks

### Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Completion of one of the following courses or equivalent knowledge and skills is recommended:

- Windows 10 Level 1, Course WIN10-01

### Certification

This course is one of a series of courses that address Microsoft Office Specialist (MOS) skill sets. The MOS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Office Specialist certification.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



## **Course Outline**

### **Module 1: Getting Around in Excel 2016**

- Opening Excel
- Exploring the Excel 2016 Window
- Exploring the Excel 2016 Environment
- Using the Excel Tell Me Feature
- Opening and Viewing a Workbook
- Navigating a Workbook

### **Module 2: Creating an Excel Workbook**

- Closing a Workbook
- Starting a New Workbook
- Entering Data
- Saving and Naming a Workbook
- Using AutoFill

### **Module 3: Editing a Worksheet**

- Selecting Cells
- Editing and Deleting Data in Cells
- Using Undo and Redo
- Moving and Copying Data in Cells
- Adding and Deleting Rows and Columns
- Using Find and Replace
- Using Spellcheck and Smart Lookup

### **Module 4: Calculating Data**

- Using Basic Formulas
- Copying and Pasting Formulas
- Multiplying Cells
- Adding More than Two Cells
- Dividing Cells
- Calculating with Functions
- Using Absolute and Relative References

### **Module 5: Formatting Cells**

- Modifying Fonts
- Adding Borders and Colors to Cells
- Using the Format Painter
- Formatting Numbers
- Adjusting Cell Alignment
- Using Cell Styles
- Adjusting Row Height and Column Width



## **Module 6: Creating Page Setup and Printing Options**

- Setting Page Breaks
- Setting Page Orientation
- Setting Margins
- Inserting Headers and Footers
- Setting Printing Options
- Freezing and Unfreezing Panes
- Splitting a Worksheet

## **Module 7: Working With Multiple Sheets**

- Formatting Worksheet Tabs
- Inserting and Deleting Worksheets
- Moving and Copying Worksheets
- Hiding a Worksheet
- Arranging Worksheets