

## Microsoft Excel 2016 Introduction

### Duration:

One days

### Objective

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

Explore the Excel 2016 environment.

Work with an Excel worksheet by entering and selecting the data in it. You will also save the Data in the worksheet.

Modify a worksheet.

Perform calculations.

Format a worksheet.

Develop a workbook.

Print workbook contents.

Customise the layout of the Excel application window.

Create charts.

### Contents

Getting started

Spreadsheet terminology

Exploring the Excel window

Getting help

Navigating workbooks

Entering and editing data

Entering and editing text and values

Entering and editing formulas

Working with pictures

Saving and updating workbooks

Modifying a worksheet

Moving and copying data

Moving and copying formulas

Absolute and relative references

Inserting and deleting ranges, rows, and columns

Using functions

Entering functions

AutoSum  
Other useful functions

Formatting worksheets

Formatting text  
Formatting rows and columns  
Formatting numbers  
Conditional formatting  
Copying formats and applying table formats

Printing

Preparing to print  
Page Setup options  
Printing worksheets

Creating charts

Chart basics  
Modifying charts  
Printing charts

Managing large workbooks

Viewing large worksheets  
Printing large worksheets  
Using multiple worksheets

### **Who should attend**

This course is designed for people preparing for certification as a Microsoft Certified Application Specialist in Excel, who already have knowledge of Microsoft Office, Windows 8 or 10, and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Excel 2016 worksheets.

### **Course benefits**

This course is one of a series of courseware titles that addresses Microsoft Certified Application Specialist skill sets. The Application Specialist 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 Application Specialist certification.

### **Additional information**

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To effectively understand this course, we recommend that you take the Microsoft Office Windows 10 Introduction course or have equivalent knowledge.

#### **Certificates**

#### **Trainers background**