



## Course Content

### Course Description:

In this course, you will cover spreadsheet terminology and the fundamental concepts of Microsoft Excel 2016, including identifying Excel window components, navigating worksheets. In addition, you will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats. You will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. This course will also teach how to use simple functions, and how to easily apply formatting techniques to worksheet data. Finally, students will learn how to use the Smart Lookup tool, as well as review workbooks for spelling errors, modify page setup, and print worksheets.

### Topics:

#### Module 1: Getting Started

- About Excel
- Starting Excel
- Excel Elements
- The Ribbon
- Mini Toolbar and Shortcut Menu
- Quick Access Toolbar (QAT)
- Customizing the Ribbon
- Opening and Viewing Workbooks
- Cursor Movement
- Selecting Cells
- Saving a Workbook
- Workbook Conversion and Compatibility
- Closing a Workbook

#### Module 2: Creating a Workbook

- Creating a Workbook
- Document Properties
- Custom Properties
- Searching for Files Using Properties
- Entering Information
- Auto Fill
- Custom Lists
- Flash Fill

- Editing Cells
- Entering Numbers

#### Module 3: Introduction to Formulas

- Creating a Formula
- Creating a Function Formula
- AutoSum
- Formula Errors
- Cell Addressing
- Inspecting Documents

#### Module 4: Formatting a Worksheet

- Inserting Rows and Columns
- Inserting Cells
- Deleting Rows, Columns, and Cells
- Undo and Redo
- Changing Column Width
- Changing Row Height
- Font Formatting
- Aligning Text
- Cell Formatting
- Formatting Numbers
- Moving Cells
- Copying Cells

# Excel 2016 Level 1 for Windows

Course ID#: 0200-001-16-W

7 Hrs



- Clipboard
- Format Painter
- Cell Styles
- Clear Command
- Themes
- Hiding Columns and Rows

## **Module 5: Viewing, Page Layout and Printing**

- Excel Views
- Print Preview
- Headers and Footers
- Page Setup
- Sheet Options
- Scale to Fit
- Printing

## **Module 6: Proofing and Editing**

- Checking Spelling
- AutoCorrect and AutoComplete
- Find
- Replace
- Smart Lookup