



Getting Started with Excel 2016

Course ID #: 7000-506-ZZ-Z

Hours: 2

Course Content

Course Description:

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing daily, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Office Excel® 2016 can help. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

Target Student:

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.

Topics:

Lesson 1: Getting Started with Microsoft Office Excel 2016

Topic A: Navigate the Excel User Interface

- Microsoft Office Excel 2016
- Office Online Apps
- Spreadsheets, Worksheets, and Workbooks
- Cells and Ranges
- Cell and Range References
- The Excel UI
- Excel Window Commands
- The Backstage View
- How to Open Workbooks
- Mouse Navigation
- Keyboard Navigation
- Basic Data Entry
- How to Navigate the Excel Environment
- Navigating the Excel User Interface

Topic B: Use Excel Commands

- The Ribbon
- Tell Me
- ScreenTips and KeyTips
- The Quick Access Toolbar
- The Mini Toolbar and Context Menus
- How to Use Excel Commands
- Using Excel Commands

Topic C: Create and Save a Basic Workbook

- The New Tab
- Excel 2016 File Formats
- The Save and Save As Commands
- The Save As Screen
- Compatibility Mode
- The Convert Option
- The Compatibility Checker
- How to Create and Save a Basic Workbook
- Creating and Saving a Basic Workbook



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- Microsoft OneDrive
- Signing in to Office 365 and OneDrive (Optional Instructor Demo)
- Excel Online
- Navigating in Excel Online (Optional Instructor Demo)

Topic D: Enter Cell Data

- Data Types
- The Cut, Copy, and Paste Commands
- The Undo and Redo Commands
- The AutoFill Feature
- AutoFill Options
- Flash Fill
- The Clear Command
- How to Enter Data in Worksheet Cells
- Entering Cell Data

Topic E: Use Excel Help

- Microsoft Excel Help
- The Help Task Pane
- How to Use Excel Help
- Using Excel Help