



Managing Excel 2016 Workbooks

Course ID #: 7000-511-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: Managing Workbooks

Topic A: Manage Worksheets

- Tab Formatting Options
- How to Format Worksheet Tabs
- Methods of Repositioning Worksheets
- Methods of Inserting and Deleting Worksheets
- The Hide and Unhide Worksheets Options
- How to Manage Worksheets
- Managing Worksheets

Topic B: Manage Workbook and Worksheet Views

- Custom Views
- The Add View Dialog Box
- The Split Command
- The Freeze Panes Options
- The Arrange All Command

- The Arrange Windows Dialog Box
- The View Side by Side Command
- The Switch Windows Command
- The New Window Command
- Workspaces
- How to Manage Workbook and Worksheet Views
- Managing Workbook and Worksheet Views

Topic C: Manage Workbook Properties

- Workbook Properties
- Workbook Properties in the Backstage View
- The Properties Dialog Box
- Custom Workbook Properties
- How to Manage Workbook Properties
- Managing Workbook Properties