



Modifying an Excel 2016 Worksheet

Course ID #: 7000-508-ZZ-Z

Hours: 1

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: Modifying a Worksheet

Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows

- The Insert and Delete Options
- Width and Height Adjustments
- The Hide and Unhide Commands
- How to Insert, Delete, and Adjust Cells, Columns, and Rows
- Adjusting Cells, Columns, and Rows

Topic C: Use Proofing and Research Tools

- The Spelling Dialog Box
- The Thesaurus Task Pane
- The Insights Task Pane
- How to Check a Worksheet's Spelling and Perform Research
- Checking the Spelling in a Worksheet

Topic B: Search for and Replace Data

- The Find Command
- The Replace Command
- The Go To Dialog Box
- The Go To Special Dialog Box
- How to Search for and Replace Data
- Searching for and Replacing Data