



Printing Excel 2016 Workbooks

Course ID #: 7000-510-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 on a daily basis, 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: Printing Workbooks

Topic A: Preview and Print a Workbook

- The Print Tab
- The Print Settings
- Page Orientation
- Margins
- Print Preview
- How to Preview and Print a Workbook
- Configuring and Previewing a Print Job

Topic B: Set Up the Page Layout

- The Page Setup Dialog Box
- The Print Area
- The Print Titles Command
- Page Breaks
- Workbook Views
- The Page Break Preview View
- How to Set Up the Page Layout
- Setting Up the Page Layout

Topic C: Configure Headers and Footers

- Headers and Footers
- The Page Layout View
- Contextual Tabs
- The Header & Footer Tools Contextual Tab
- The Header and Footer Dialog Boxes
- Header and Footer Options
- How to Configure Headers and Footers
- Configuring Headers and Footers