

Course Title: Excel 2016 Introduction

Duration:

1 day

Objectives:

This course is suitable for both new users of Excel or those that need to bridge gaps in their basic Excel skills. This course is designed to provide users with all the skills required to build spreadsheets from scratch; create formulas, charts and prepare the data for printing using page setup and formatting techniques.

Pre-Requisites:

Delegates wishing to attend this course do not require any previous experience of Excel but should be proficient with a keyboard, mouse and basic Windows skills.

Content:**The Basics:**

Working with the Ribbon
The Quick Access toolbar
Navigating around a worksheet
Selecting cells & entering data
The File (Backstage) menu

Formatting & Editing Data:

Formatting text & numbers
Adjusting column width & row height
Inserting/deleting rows & columns
The 'Format Painter' tool
Editing cell contents
Adding borders & colour

Formulas:

Basic formulas using + - * / %
Displaying/selecting formulas
Copying & editing formulas
Function formulas (=SUM, =AVERAGE etc)
Using the 'AutoCalculate' feature
Relative & absolute cell references

Copying & Moving Data:

Cut, Copy & Paste
Drag & drop editing
Using 'Autofill'

Conditional Formatting

Value-based Conditional formatting
Data Bars & Icon Sets

Method:

Trainer-led course with hands-on experience.

'Color Scales'

Editing and deleting rules
Showing duplicates
Quick Analysis tool

Printing & Print Options:

Using Print Preview & Page Layout view
Adjusting the margins
Scaling a worksheet
Creating Headers and Footers
Using 'Page Break' view
Printing a page range/multiple copies
Printing a selected range

Working with Tables:

Creating & formatting a Table
Sorting text & numbers
Adding a 'total' row
Filtering data & using 'Slicers'

Charts:

Creating chart 'sheet' & chart 'objects'
Chart styles & types (pie, line, bar etc)
Recommended charts
Quick Analysis charts
Editing the chart layout
Changing the Chart Location

Sparklines (single cell chart):

Create, edit & format Sparklines