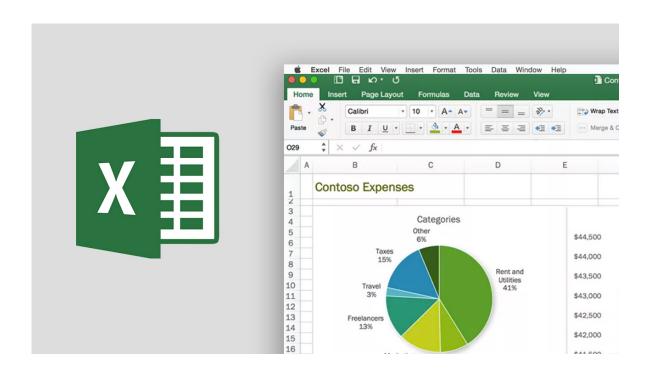# QUICKSTART
Over 35 Years Of Technology Training

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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Office Excel 2016: Part 1

If you enroll in this course at the listed price, you receive a Free Official Exam Voucher (excluding purchases using Training Vouchers / SATV) for the MO-200 Exam. This course does not include Exam Voucher if enrolled within the Master Subscription, however, you can request to purchase the Official Exam Voucher separately.

About this Course:

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.

Course Objectives:

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

- Get started with Microsoft Office Excel 2016.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Audience:

- 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.

Prerequisites:

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take either one of the following courses:

- *Using Microsoft Windows 10*
- *Microsoft Windows 10: Transition from Windows 7*

Course Outline:

Lesson 1: Getting Started with Microsoft Office Excel 2016

Topic A: Navigate the Excel User Interface

Topic B: Use Excel Commands

Topic C: Create and Save a Basic Workbook

Topic D: Enter Cell Data

Topic E: Use Excel Help

Lesson 2: Performing Calculations

Topic A: Create Worksheet Formulas

Topic B: Insert Functions

Topic C: Reuse Formulas and Functions

Lesson 3: Modifying a Worksheet

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

Topic B: Search for and Replace Data

Topic C: Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

Topic A: Apply Text Formats

Topic B: Apply Number Formats

Topic C: Align Cell Contents

Topic D: Apply Styles and Themes

Topic E: Apply Basic Conditional Formatting

Topic F: Create and Use Templates

Lesson 5: Printing Workbooks

Topic A: Preview and Print a Workbook

Topic B: Set Up the Page Layout

Topic C: Configure Headers and Footers

Lesson 6: Managing Workbooks

Topic A: Manage Worksheets

Topic B: Manage Workbook and Worksheet Views

Topic C: Manage Workbook Properties

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