

# Excel 2016 Part 1

## 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. You will: Get started with Microsoft Office Excel 2016. Perform calculations. Modify a worksheet. Format a worksheet. Print workbooks. Manage workbooks.

## COURSE OUTLINE

### 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

### 2 - PERFORMING CALCULATIONS

Topic A: Create Worksheet Formulas

Topic B: Insert Functions

Topic C: Reuse Formulas and Functions

### 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

### 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

## **5 - PRINTING WORKBOOKS**

Topic A: Preview and Print a Workbook

Topic B: Set Up the Page Layout

Topic C: Configure Headers and Footers

## **6 - MANAGING WORKBOOKS**

Topic A: Manage Worksheets

Topic B: Manage Workbook and Worksheet Views

Topic C: Manage Workbook Properties

