

1 Days

55165A: Introduction to Microsoft Excel 2016

This course is for students who want to gain the necessary skills in creating, editing, formatting, and printing basic Microsoft Excel 2016 worksheets.

This introductory course will help students in creating and editing basic worksheets and workbooks.

Completion of the course equips the participants with the following skill set:

- Creating basic worksheets using Microsoft Excel 2016.
- Managing Excel workbooks.
- Performing calculations in an Excel worksheet.
- Modifying the appearance of data within a worksheet.
- Modifying an Excel worksheet.
- Learning how to use handy features new in 2016.
- Printing the content of an Excel worksheet.

Course Details

Course Outline

Module 1: Creating a Microsoft Excel Workbook

- Start Microsoft Excel
- Create a Workbook
- Save a Workbook
- The Status Bar
- Add and Delete Worksheets
- Copy and Move Worksheets
- Change the Order of Worksheets
- Split the Worksheet Window
- Close a Workbook

Module 2: The Ribbon

- Tabs

- Groups
- Commands

Module 3: The Backstage View (The File Menu)

- Introduction to the Backstage View
- Open a Workbook
- New Workbooks and Excel Templates
- Print Worksheets
- Add Your Name to Microsoft Excel
- Manage Workbook Versions

Module 4: The Quick Access Toolbar

- Add Common Commands
- Add Additional Commands with the Customize Dialog Box
- Add Ribbon Commands or Groups
- Placement

Module 5: Enter Data in Microsoft Excel Worksheets

- Enter Text
- Expand Data across Columns
- Add and Delete Cells
- Add an Outline
- Add a Hyperlink
- Add WordArt to a Worksheet
- Use AutoComplete
- Enter Numbers and Dates
- Use the Fill Handle

Module 6: Formatting Microsoft Excel Worksheets

- Hide Worksheets
- Add Color to Worksheet Tabs
- Add Themes to Workbooks
- Add a Watermark
- The Font Group
- The Alignment Group
- The Number Group

Module 7: Us Formulas in Microsoft Excel

- Math Operators and the Order of Operations
- Enter Formulas
- AutoSum (and Other Common Auto-Formulas)
- Copy Formulas and Functions
- Relative, Absolute, and Mixed Cell References

Module 8: Work with Rows and Columns

- Insert lesson titles in a bulleted list.
- Insert Rows and Columns
- Delete Rows and Columns
- Transpose Rows and Columns
- Set Row Height and Column Width
- Hide and Unhide Rows and Columns
- Freeze Panes

Module 9: Edit Worksheets

- Find
- Find and Replace
- Use the Clipboard
- Manage Comments

Module 10: Finalize Microsoft Excel Worksheets

- Set Margins
- Set Page Orientation
- Set the Print Area
- Print Scale (Fit Sheet on One Page)
- Print Headings on Each Page/Repeating Headers and Footers
- Headers and Footers

Module 11: Microsoft Excel Features in 2013

- One Workbook Per Window Feature
- Use Flash Fill

Module 12: Features New in 2016

- Tell Me
- Smart Lookup

Who Should Attend

Students who have little or no familiarity with Microsoft Excel 2016 or more experienced Excel users who are interested in learning the topics covered in this course on the 2016 interface.

Pre Requisite

Before attending the course, a candidate must have:

- Basic understanding of TCP/IP and networking concepts.
- Basic Windows and Active Directory knowledge.
- Basic knowledge of the fundamentals of applications.
- The skills to map network file shares.
- Experience working from a command prompt.
- Fundamental principles of using printers.
- Basic understanding of authentication and authorization.
- Experience installing PC hardware and devices.

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