

## Excel 2016 Introduction

**Length:** 1 Day

**Experience Needed:** Students should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA/7/8/10

**Summary:** Identify basic worksheet and workbook concepts and terms, enter and edit data, Modify the worksheet, use functions to calculate and return values, format cells to enhance the appearance of your worksheet, use drawing features and other enhancements, change the page set-up to define how the printed worksheet appears. Additionally, students will learn the basics of creating, editing, and saving worksheets in our Essentials level class, work with formulas and functions to calculate and return values, and learn to change the appearance of a page, including adding headers and footers, format data and create charts.

### COURSE CONTENT

#### 1: EXCEL ESSENTIALS

- Starting Excel
- What is a Worksheet?
- What is a Workbook?
- Identifying Parts of the Screen
- Identifying the ribbon Components
- Getting Help
- Using Selection Techniques
- Selecting a Range of Cells
- Selecting Nonadjacent Cells and Ranges
- Selecting an Entire Worksheet
- Entering Data
- Entering Text Data into a Cell
- Entering Values
- Entering Data into a Range
- Quickly Adjusting a Column Width
- Finishing a Workbook
- Saving a Named Workbook
- Saving the Workbook in HTML Format
- Printing a Worksheet
- Closing a Workbook and Exiting from Excel

#### 2: FORMATTING TEXT & PRINTING A DOCUMENT

- Opening a Workbook
- Creating a New Workbook
- Opening a Recently Used Workbook

- Creating Simple Formulas
- Creating a Formula by Pointing
- Using Functions
- Using the AutoSum Button
- Using the Formula Palette
- Editing Data on the Worksheet
- Editing the Data in a Cell
- Editing a Formula
- Clearing the Contents from a Cell or Range
- Using Undo and Redo

#### 3: MANAGING THE WORKSHEET

- Navigating in a Worksheet
- Using the Scroll Bars and Boxes
- Changing Worksheets
- Using Go To
- Changing the Worksheet Structure
- Deleting Cells, Rows, and Columns
- Performing a Simple Sort
- Creating and Using Named Ranges
- Automatically Naming Ranges
- Navigating with Named Ranges
- Using Range Names in Formulas
- Pasting a List of Named Ranges
- Deleting and Editing Range Names
- Creating Named Constants

#### 4: FORMATTING THE WORKSHEET

- Moving and Copying Data
- Copying Data
- Copying Data with AutoFill
- Creating a Series with AutoFill
- Defining Relative, Mixed, and Absolute References
- Copying Formulas
- Changing the Appearance of Data
- Changing Row Height
- Applying Fonts
- Adding Enhancements
- Aligning Data in Cells
- Merging and Centering Cells
- Rotating and Indenting Text
- Adding Borders and Shading
- Using Drawing Tools
- Creating Graphic Objects
- Editing a Graphic Object
- Creating and Editing 3-D Objects
- Using Other Drawing Tool

#### 5: PRINTING THE WORKSHEET/BOOK

- Printing a Single Worksheet
- Using Print Preview
- Creating Headers and Footers
- Removing the Grid
- Printing a Selection
- Printing a Selection
- Using Print Areas
- Using Advanced Printing Techniques
- Aligning the Printout
- Fitting a Document onto a Desired Number of Pages
- Working with Page Breaks
- Working with Page Breaks in Normal View
- Setting Print Titles
- Removing Print Titles

#### APPENDIX A: NEW FEATURES IN EXCEL 2016

- New Chart Types
- Get and Transform
- One Click Forecasting
- 3D Maps
- PivotTable Enhancements
- Power BI
- Quick Shape Formatting
- Ink Equations
- Data Loss Protection

- Compatibility
- File Types
- The Ribbon and Toolbars
- Screen Resolutions
- Keyboard Shortcuts

#### APPENDIX B: ADDITIONAL FEATURES IN OFFICE 2016

- Office 2016 – A New Platform
- At a Glance Highlights Across the Suite
- New Visual and navigational Features File Formats
- User Assistance System (HELP)
- Collaboration features
- Themes and Quick Styles
- General Keyboard Navigational Tips in Office 2016