



# Microsoft Excel 2016 Beginner (Level 1)



## COURSE OUTLINE

This Microsoft Excel 2016 Beginner course is the first of a 3 level programme which is designed to give new spreadsheets users a thorough grounding in understanding and using spreadsheets in Microsoft Excel 2016. This course is for delegates wishing to develop their skills and knowledge in order to understand the importance of accuracy in Excel 2016. It places particular emphasis on developing accurate and well-designed spreadsheets, employing sound design and documentation principles.

Upon completion of this course delegates will develop sufficient skills and knowledge in the following:

- ✓ Understanding how to navigate their way around Microsoft Excel 2016
- ✓ Creating and working with new workbooks
- ✓ Opening and navigating within workbooks and worksheets
- ✓ Making changes to data in workbooks
- ✓ Understanding and working with ranges in worksheets
- ✓ Copying and pasting data in Excel
- ✓ Using the available fill operations to fill data series
- ✓ Moving the contents of cells and ranges within and between workbooks
- ✓ Understanding, creating and working with formulas and functions
- ✓ Understanding and using formula cell referencing
- ✓ Using font formatting techniques
- ✓ Aligning the contents of cells in a number of ways
- ✓ Understanding and using the number formatting features in Excel
- ✓ Formatting rows and columns in worksheets
- ✓ Working with elements that make up the structure of a worksheet
- ✓ Sorting data in lists in worksheets
- ✓ Filtering data in tables
- ✓ Printing workbook data
- ✓ Creating effective charts in Microsoft Excel 2016
- ✓ Obtaining help for Excel 2016
- ✓ Understanding points to consider to avoid problems in worksheets

Type	Course Details
<b>Delivery Method</b>	Direct delivery training course, with hands-on, interactive training. Packed with exercises and hands-on experiences, this course enables delegates to apply what they have learnt back in the workplace.
<b>Entry Requirements</b>	This course assumes delegates have little or no knowledge or experience of using the Excel 2016 software. A general understanding of personal computers and the Windows operating system environment would be beneficial.
<b>Progression</b>	The natural progression is Excel 2016 Intermediate.
<b>Duration and Dates</b>	1 Day: 9:30am – 4:30pm
<b>Venue</b>	46-48 Alfreton Road, Canning Circus, Nottingham, NG7 3NN. Alternatively, we can deliver the training remotely, or on your own site, at a mutually convenient date and time.
<b>Group Bookings</b>	Book in Groups and Save. Prices start from as little as £500 per day for 3.

## For Further Information Contact:

Aspyra Ltd 46-48 Alfreton Road Nottingham NG7 3NN

T. 0115 822 4792 E. [enquiries@aspyratraining.com](mailto:enquiries@aspyratraining.com) W. <https://www.aspyratraining.com>



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## COURSE CONTENTS

### Getting to Know Microsoft Excel 2016

- Starting Excel from the Desktop
- Understand the Excel Start Screen
- Understand the Excel Workbook Screen and how Excel 2016 Works
- Use the Ribbon
- Understand the Backstage View
- Access the Backstage View
- Use Shortcut Menus
- Understand and Launch Dialog Boxes
- The Quick Access Toolbar (QAT)
- Add Commands to the QAT
- Understanding The Status Bar
- Exit Safely from Excel 2013

### Creating a New Workbook

- Understanding Workbooks
- Use Blank Workbook Templates
- Enter Text, Numbers, Dates and Formulas
- Work with Easy Formulas
- Save Your New Workbook
- Check Spelling and Make Basic Changes
- Close Your Workbook Safely

### Working with Workbooks

- Open Existing Workbooks
- Navigate Around Workbooks
- Use Go To
- Work with Recent Files and Folders
- Understand Data Editing
- Overwrite Cell Contents
- Edit Longer Cells and Formulas
- Clear Cells and Delete Data
- Use Undo And Redo

### Working with Ranges and Cells

- Understand Ranges and Cells
- Select Contiguous Ranges
- Select Non-Contiguous Ranges
- Select Larger Ranges
- Select Rows and Columns

### Cell Alignment

- Understand Cell Alignment
- Apply Horizontal
- Vertical Cell Alignments
- Apply Indent to Cells

### Number Formatting

- Understand Number Formatting
- Apply General Formatting
- Format Currencies and Percentages
- Format Fractions and Dates
- Use the Thousands Separator
- Increase and Decrease Decimals

### Rows and Column Formatting

- Approximate Column Widths
- Set Precise and Default Column Widths
- Approximate Row Height
- Set Precise Row Heights

### Working With Worksheets

- Understand Worksheets
- Change Worksheet Views
- Zoom Worksheets
- View Formula Bars and Worksheet Gridlines
- Insert Cells into Worksheets
- Delete Cells from Worksheets
- Insert Columns and Rows into Worksheets
- Delete Rows and Columns
- Work with Multiple Worksheets
- Worksheet Wisdom

### Sorting and Filtering Data

- Understand Lists
- Perform Alphabetical
- Perform Numerical Sort
- Sort on More Than One Column

### Filtering Data

- Understand Filtering
- Apply, Use and Clear Filters
- Create Compound Filters

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## Copying Data

- Understand Copying In Excel
- Using Fill for Quick Copying
- Copy from One Cell to Another
- Copy from One Cell to a Range
- Copy from One Range to Another

## Filling Data

- Understand Filling
- Fill Series
- Gill Growth Series
- Extract Data with Flash Fill

## Moving Data

- Understand Moving in Excel
- Move Cells and Ranges
- Move by Dragging

## Formulas and Functions

- Understand Formulas in Excel 2016
- Create Formulas that Add and Subtract
- Create Formulas that Multiply and Divide
- Understand and Use Functions
- Calculate Sum for Non-Contiguous Ranges
- Calculate Averages
- Find Maximum and Minimum Values
- Create More Complex Formulas
- Use What If Formulas
- Identify Common Error Messages

## Formula Referencing

- Absolute versus Relative Referencing
- Use Relative Formulas
- Identify Problems with Relative Formulas
- Create Absolute and Mixed References

## Font Formatting

- Understand Font Formatting
- Work with Live Previews
- Change Fonts and Font Sizes
- Grow and Shrink Fonts
- Embolden Cells
- Italicise and Underline Text
- Change Font and Background Colours
- Use the Format Painter

- Work with Multiple Value Filters
- Create Custom Filters
- Use Wildcards

## Printing

- Understand Printing
- Preview Prior to Printing
- Select the Right Printer
- Print Ranges
- Print Entire Workbooks
- Specify the Correct Number of Copies
- Use the Print Option

## Creating Charts

- Understand the Charting Process
- Choose the Right Chart
- Use the Recommended Chart
- Work with Embedded Charts
- Resize and Reposition Charts
- Print Embedded Charts
- Create Chart Sheets
- Change Chart Type, Layout and Style
- Print Chart Sheets
- Embed Charts into Worksheets
- Delete Charts

## Getting Help

- Understand How Help Works in Excel
- Access the Help Window
- Navigate Around the Help Window
- Use the Office Website for Help
- Use Google to Obtain Help
- Print Help Topics
- Other Available Sources of Assistance

## Guide to Brilliant Spreadsheets

- The Benefits of Good Planning
- Organisation and Design
- Effective Formulas
- Documented and Easy to Use Spreadsheets
- The Appropriateness of Spreadsheets

## Conclusion



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