

[MSEXC16S]: Microsoft Excel 2016

Length : 3 Days
Delivery Method : Instructor-led (Classroom)

Course Overview

Microsoft Excel 2016 Core teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Participants who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Excel 2016 Exam #77-727. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Pre-Requisites

This course is designed for participants who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that participants have completed the Microsoft Windows course or have equivalent Microsoft Windows knowledge and experience.

- Start and run Windows
- Use the taskbar
- Use the Start button
- Use the Help feature
- Use Minimize, Restore Down/Maximize, or Close
- Use the left and right mouse buttons appropriately
- Understand file management techniques
- Navigate between files, folders, or drives

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

Course Outline

About This Courseware

- Courseware Description
- Course Design
- Course Objectives
- Conventions and Graphics

Module 1: Introducing Excel

Lessons

- Lesson Objectives
- What is Excel?
- Starting Excel
- Looking at the Screen
 - Understanding Basic Terminology
 - Mouse Symbols
 - Using the Quick Access Toolbar
 - Using the Ribbon
 - Identifying Screen Symbols
- Entering Data in a Worksheet
 - Types of Data
 - Entering Text
 - Entering Numbers
 - Entering Dates and Times
 - Moving Around the Worksheet
- Working with Workbooks
 - Saving Workbooks
 - Creating a New Workbook
 - Switching Between Workbooks
 - Opening a Workbook
 - Closing a Workbook
 - Working with the Compatibility Mode
- Selecting Cells
- Lesson Summary
- Review Questions

Module 2: Constructing Cell Data

Lessons

- Lesson Objectives
- Editing Cells and Undoing Changes
- Copying and Moving Data
 - Cutting, Copying and Pasting Data
 - Using Paste Special
 - Copying and Moving Cells Using the Mouse
- Inserting and Deleting Rows and Columns
 - Inserting Rows and Columns

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

- Deleting Rows and Columns
 - Inserting and Deleting Cells
- Adjusting the Columns and Rows
 - Changing the Column Widths
 - Adjusting the Row Height
 - Using AutoFit
 - Hiding/Unhiding Rows & Columns
- Using AutoFill and Flash Fill
- Managing Worksheets
 - Renaming Worksheets
 - Inserting or Deleting Worksheets
 - Moving or Copying Worksheets
 - Hiding/Unhiding Worksheets
 - Adding Color to the Worksheet Tabs
- Lesson Summary
- Review Questions

Module 3: Using Formulas

Lessons

- Lesson Objectives
- Using Formulas
 - Creating and Editing Formulas
 - Cell References
 - Mathematical Operators
 - What If Analysis
 - Referencing Other Worksheets
- Using Math and Statistical Functions
 - Using the SUM Function
 - Using Statistical Functions
 - Using the Subtotal Function
 - Using the IF Function
 - Using Conditional Summary Functions
- Using Text Functions
- Using Absolute and Relative Cell References
 - Using Absolute Cell References
 - Using Mixed Absolute and Relative Cell References
- Displaying Formulas
- Lesson Summary
- Review Questions

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

Module 4: Formatting the Worksheet**Lessons**

- Lesson Objectives
- Formatting a Cell
 - Formatting Numbers and Decimal Digits
 - Changing Cell Alignment
 - Cell Alignment and Indenting
 - Wrapping Text
 - Merging Cells
 - Changing Fonts and Sizes
 - Applying Cell Borders
 - Using Colors and Patterns
 - Using the Format Painter
- Clearing Cell Contents and Formatting
- Themes
 - Using Themes
 - Modifying Themes
- Using Cell Styles
- Conditional Formatting
 - Using the Ribbon
 - Using the Rules Manager
- Lesson Summary
- Review Questions

Module 5: Viewing and Printing Workbooks**Lessons**

- Lesson Objectives
- Changing Worksheet Views
 - Creating and Arranging Worksheet Windows
 - Splitting Panes
 - Freezing Panes
 - Changing the Zoom
- Printing and Previewing the Workbook
 - Changing the Workbook Views
- Customizing the Page Layout
 - Setting Page Breaks
 - Page Formatting
 - Adding a Header or Footer
 - Printing Titles or Range of Cells
 - Printing Selected Worksheets
- Lesson Summary
- Review Questions

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

Module 6: Working with Charts and Graphics**Lessons**

- Lesson Objectives
- Creating a Basic Chart
- Moving and Resizing Charts
- Changing Chart Types
- Working with Pie Charts
- Modifying the Chart Design and Location
 - Adding New Data
- Using Sparklines
- Printing Charts
- Using Quick Analysis Tool
- Drawing Shapes
 - Moving and Resizing Shapes
 - Formatting Shapes
 - Inserting Pictures
 - Using the Image Editor
- Modifying Graphics Objects
 - Using the Format Shape Pane
 - Resizing, Reshaping, and Scaling Objects
 - Rotating Objects
- Lesson Summary
- Review Questions

Module 7: Organizing Data**Lessons**

- Lesson Objectives
- Working with Named Ranges
 - Creating Named Ranges
 - Modifying and Deleting Named Ranges
- Go to a Cell or Named Range
- Using Tables
 - Creating a Table
 - Modifying Table Data
 - Formatting Table Data
 - Converting a Table to a Cell Range
- Sorting Data
 - Sorting by Single-Level Data
 - Sorting by Multi-Level Data
- Filtering Information
- Removing Duplicate Rows
- Outlining
 - Using Automatic Subtotals
 - Manually Grouping and Ungrouping Data
- Lesson Summary
- Review Questions

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

Module 8: Macros, Importing and Exporting Data

Lessons

- Lesson Objectives
- Customizing Excel
 - Customizing the Quick Access Toolbar
- Finding and Replacing Data
 - Finding Data
 - Replacing Data
- Using Hyperlinks
 - Inserting Hyperlinks
 - Modifying and Deleting Hyperlinks
- Lesson Summary
- Review Questions

Appendices

- Appendix A: Courseware Mapping
- Appendix B: Glossary of Terms
- Appendix C: Index

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com