



# MICROSOFT EXCEL

Excel 2016 Fundamentals (EXL001)

Traditional Learning Pathway



## COURSE CONTENTS

### EXCEL OVERVIEW

- Starting Excel
- The User Interface
- Keyboard shortcuts
- The Ribbon & QAT
- Good design practices

### WORKING WITH EXCEL FILES

- Creating workbooks
- Opening workbooks
- Saving workbooks
- Switching workbooks

### VIEWING WORKBOOKS

- Zoom
- Other viewing options
- View modes
- Multitasking

### NAVIGATION & SELECTION

- Navigation
- Selection technique
- Multiple selection
- Using GoTo

### DATA ENTRY

- Data entry shortcuts
- The enter key in Excel
- AutoFill
- What is clean data?

### EDITING

- Simple cut, copy & paste
- Drag and drop
- Rearranging data
- Adding rows & columns
- Deleting a row or column

### WORKING WITH SHEETS

- Creating new sheets
- Split & freeze Panes
- Working with multi-sheet workbooks
- Renaming worksheets
- Changing the tab colour

### FORMATTING

- Basic cell and number formatting
- Row and column format
- Wrap text
- Merge cells
- Using cell styles
- About themes

### FORMULAS

- Fast calculations in Excel
- Inserting a formula
- Order of arithmetic
- Copying a formula
- Autofill
- AutoSum
- Absolute vs relative cell referencing

### DATA TABLES

- Introducing the data table
- Table and database best practice
- Using table styles
- Sorting and filtering
- Data analysis
- Formulas in tables

### USING FUNCTIONS

- Introduction to functions
- Creating simple functions

### PREPARING TO PRINT

- Spell checking
- Page layout view
- Print preview
- Printing difficult worksheets

### PRINT & DISTRIBUTION

- Sending a link
- Sending a copy
- Sending a PDF

### VISUALISATION

- Inserting charts
- Customising charts

# MICROSOFT EXCEL 2016 FUNDAMENTALS

## COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

## AIMS

This course has been designed to allow participants to gain:

- a greater understanding of spreadsheeting
- confidence with the MS Excel software
- skills to use the software more efficiently and to become more productive in their job

## TARGET AUDIENCE

This course is a beginner's course and assumes basic prior knowledge of Microsoft Excel. It is suitable for participants who:

- have not used Excel for some time and need to refresh their skills set
- are self-taught but have skills gaps
- want to improve their basic Excel skills
- want to produce professional looking and functional spreadsheets
- are expected to know the basic features of Excel for their job
- want to improve their productivity by learning new techniques and shortcuts

## OUTCOMES

By the end of this session you should be able to:

- record and edit data in a spreadsheet
- insert simple formulas and functions into a spreadsheet
- create a simple chart using Excel data
- professionally format and print a spreadsheet
- use a number of keyboard shortcuts to work more efficiently

## ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

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