

Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

Microsoft Excel 2016 (Level 1)

Course Overview

Organisations all over the world rely on information to make sound decisions regarding all manner of affairs, but with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft Excel 2016 can help.

Excel can help delegates organise, calculate, analyse, revise, update, and present data in ways that will help the decision makers in the organisation steer in the right direction. It will also make these tasks much easier for delegates to accomplish, and in much less time, than if delegates used traditional pen-and-paper methods or non-specialised software.

This course aims to provide delegates with a foundation for Excel knowledge and skills, which delegates can build upon to eventually become an expert in data manipulation.

Target Audience

This course is intended for delegates who wish to gain the foundational understanding of Microsoft Excel 2016 that is necessary to create and work with electronic spreadsheets.

Prerequisites

To ensure success, delegates will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Delegates should be comfortable in the Windows® 7 environment and be able to use Windows 7 to manage information on their computers. Specific tasks the delegates should be able to perform include launching and closing applications, navigating basic file structures, and managing files and folders.

Duration

- 1 Day



Course Outline

Module 1: Getting started with Microsoft Excel 2016

- Navigate the excel user interface.
- Use Excel commands.
- Create and save a basic workbook.
- Enter cell data.
- Use Excel help.

Module 2: Performing calculations

- Create worksheet formulas.
- Insert functions.
- Reuse formulas and functions.

Module 3: Modifying a worksheet

- Insert, delete, adjust cells, columns, and rows.
- Search for and replace data.
- Use proofing and research tools.

Module 4: Formatting a worksheet

- Apply text formats.
- Apply number formats.
- Align cell contents.
- Apply styles and themes.
- Apply basic conditional formatting.
- Create and use templates.

Module 5: Printing workbooks

- Preview and print a workbook.
- Set up the page layout.
- Configure headers and footers.

Module 6: Managing workbooks

- Manage worksheets.
- Manage workbook and worksheet views.
- Manage workbook properties.