



Course Outline

Microsoft Office Excel Fundamentals - 1 day

This is a beginner's course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel 2016. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

At the completion of this course you should be able to:

- navigate your way around Microsoft Excel 2016
- create and work with a new workbook
- open and navigate within workbooks and worksheets
- make changes to data in a workbook
- understand and work with ranges in a worksheet
- copy and paste data in Excel
- use the fill operations available to fill a data series
- move the contents of cells and ranges within and between workbooks
- understand, create and work with formulas and functions
- understand and use formula cell referencing
- use font formatting techniques
- align the contents of cells in a number of ways
- understand and use the number formatting features in Excel
- format rows and columns in a worksheet
- work with elements that make up the structure of a worksheet
- print your workbook data
- create effective charts in Microsoft Excel
- obtain help for Excel whenever you need it
- understand points to consider to avoid problems in your worksheets

This course assumes little or no knowledge of spreadsheets or Microsoft Excel 2016. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

Contents

Getting to Know Excel 2016

- Starting Excel From the Desktop
- Understanding the Excel Start Screen
- The Excel Workbook Screen
- How Excel 2016 Works
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Exiting Safely From Excel 2016

Creating a New Workbook

- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas

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	1.4.16	Text	
	01/04/2016	Date	
	01-Apr	Number (date)	
	42461.00	Number	



Easy Formulas

- Saving a New Workbook on Your Computer
- Checking the Spelling
- Making Basic Changes
- Safely Closing a Workbook

Working With Workbooks

- Opening an Existing Workbook
- Navigating a Workbook
- Navigating Using the Keyboard
- Using Go To
- Recent Files and Folders

Editing in a Workbook

- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Using Undo and Redo

Selecting Ranges

- Understanding Cells and Ranges
- Selecting Contiguous Ranges
- Selecting Non Contiguous Ranges
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns

Filling Data

- Understanding Filling
- Filling a Series
- Filling a Growth Series
- Extracting With Flash Fill

Moving Data

- Understanding Moving in Excel
- Moving Cells and Ranges
- Moving by Dragging

Formulas and Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply and Divide
- Understanding Functions
- Using the SUM Function to Add
- Summing Non-Contiguous Ranges
- Calculating an Average
- Finding a Maximum Value
- Finding a Minimum Value
- Creating More Complex Formulas
- What if Formulas
- Common Error Messages

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1	Honest Ted's Used Car Sales									
2	1st Quarter Sales									
3										
4	No	Month	Salesperson	Make	Model	Type	Colour	Year	Age	
5	1	31-Jan	Mary O'Dwyer	Toyota	Corolla	Sedan	Red	1988	28	
6	2	31-Jan	Justin Callaghan	BMW	3 Series	Sedan	Silver	2003	13	1
7	3	31-Jan	Hector Smith	Toyota	Celica	Coupe	Yellow	2001	15	1
8	4	31-Jan	Mary O'Dwyer	Ford	Explorer	SUV	Silver	2002	14	4
9	5	31-Jan	Mary O'Dwyer	Hyundai	Elantra	Sedan	White	2001	15	1
10	6	31-Jan	Justin Callaghan	Ford	Fiesta	Sedan	Green	2000	16	
11	7	31-Jan	Hector Smith	BMW	Z3	Coupe	Silver	2000	16	1
12	8	31-Jan	Hector Smith	Toyota	Corolla	Sedan	White	1999	17	
13	9	31-Jan	Mary O'Dwyer	Toyota	Activa	Wagon	Yellow	2001	15	

Copying Data

- Understanding Copying in Excel
- Using Fill for Quick Copying
- Copying From One Cell to Another
- Copying From One Cell to a Range
- Copying From One Range to Another



	B	C	D	E	F
	Overheads	Cost	Discount 1	Discount 2	Discount 3
			10%	20%	30%
		£50.10	=B\$3+(C4*D\$3)		
		£90.45			
		£16.20			
		£22.55			
		£16.29			

Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing and Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using the Format Painter

Cell Alignment

- Understanding Cell Alignment
- Horizontal Cell Alignment
- Vertical Cell Alignment
- Indenting Cells

Number Formatting

- Understanding Number Formatting
- Applying General Formatting
- Formatting for Money
- Formatting Percentages
- Formatting as Fractions
- Formatting as Dates
- Using the Thousands Separator
- Increasing and Decreasing Decimals

Row and Column Formatting

- Approximating Column Widths
- Setting Precise Columns Widths
- Setting the Default Column Width
- Approximating Row Height
- Setting Precise Row Heights



Working With a Worksheet

- Understanding Worksheets
- Changing the Worksheet View
- Worksheet Zooming
- Viewing the Formula Bar
- Viewing Worksheet Gridlines
- Inserting Cells Into a Worksheet
- Deleting Cells From a Worksheet
- Inserting Columns Into a Worksheet
- Inserting Rows Into a Worksheet
- Deleting Rows and Columns
- Working With Multiple Worksheets
- Worksheet Wisdom

Printing

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Range
- Printing an Entire Workbook
- Specifying the Number of Copies
- The Print Options

Print

Print

Copies:

Ready

[Printer Properties](#)

Settings

Print Active Sheets

Only print the active she...

Pages: to

Print on Both Sides

Flip pages on long edge

Collated

1,2,3 1,2,3 1,2,3

Custom Staple Setting

Portrait Orientation

Letter

21.59 cm x 27.94 cm

Custom Margins

No Scaling

Print sheets at their actu...

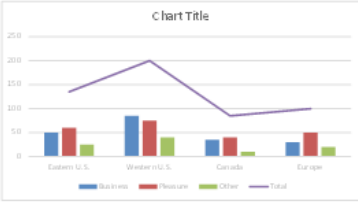
Page Setup

North Shore Travel - Northern Division

Travel Purpose Survey Results

Purpose	Eastern U.S.	Western U.S.	Canada	Europe
Business	50	85	35	30
Pleasure	60	75	40	50
Other	25	40	10	20
Total	135	200	85	100

Chart Title



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