

PuterCom Corporate onsite Training T 03 8319 0930 contact@putercom.com.au www.putercom.com.au

## Microsoft Excel 2016 Level 1

# **Brief description & Course outline**

This course aims to give the new spreadsheet user a thorough grounding in the basics of spreadsheeting and using Microsoft Excel 2016. Particular emphasis is placed on the importance of accuracy, good formula building techniques, and sound formatting and design principles.

### Contents

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

#### • Creating A New Workbook

- o Understanding Workbooks
- o Creating A New Workbook Template
- o Typing Text
- o Typing Numbers
- o Typing Dates
- o Typing Formulas
- o Easy Formulas

- o Saving A New Workbook on Your Computer
- o Checking The Spelling
- o Making Basic Changes
- o Safely Closing A Workbook
- Working With Workbooks
- o Opening An Existing Workbook
- o Navigating A Workbook
- o Navigating Using The Keyboard
- o Using Go To
- o Recent Files and Folders

#### **Editing in a Workbook**

- o Understanding Data Editing
- o Overwriting Cell Contents
- o Editing Longer Cells
- o Editing Formulas
- o Clearing Cells
- o Deleting Data
- o Using Undo and Redo
- Selecting Ranges
- o Understanding Cells And Ranges
- o Selecting Contiguous Ranges
- o Selecting Non Contiguous
- o Selecting Larger Ranges
- o Selecting Rows
- o Selecting Columns

#### o Filling Data

Ranges

- o Understanding Filling
- o Filling a Series

- o Filling a Growth Series
- o Extracting With Flash Fill
- o Moving Data
- o Understanding Moving in Excel
- o Moving Cells and Ranges
- o Moving by Dragging
- o Formulas And Functions
- o Understanding Formulas
- o Creating Formulas That Add
- o Creating Formulas That Subtract
- o Formulas That Multiply And Divide
- o Understanding Functions
- o Using The SUM Function To Add
- o Summing Non-Contiguous Ranges
- o Calculating An Average
- o Finding A Maximum Value
- o Finding A Minimum Value
- o More Complex Formulas
- o What if Formulas
- o Common Error Messages
- o Formula Referencing
- o Absolute Versus Relative Referencing
- o Relative Formulas
- o Problems With Relative Formulas
- o Creating Absolute References
- o Creating Mixed References



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#### o Font Formatting

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

#### o Cell Alignment

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

#### o Number Formatting

- o Understanding Number Formatting
- o Applying General Formatting
- o Formatting As Money
- o Formatting Percentages
- o Formatting As Fractions
- o Formatting As Dates
- o Using The Thousands Separator
- o Increasing and Decreasing Decimals
- o Row And Column Formatting
- o Approximating Column Widths
- o Setting Precise Columns Widths
- o Setting The Default Column Width
- o Approximating Row Height
- o Setting Precise Row Heights
- Working With a Worksheet
- o Understanding Worksheets
- o Changing the Worksheet

- View
- o Worksheet Zooming
- o Viewing the Formula Bar
- o Viewing Worksheet Gridlines
- o Inserting Cells Into a Worksheet
- o Deleting Cells From a Worksheet
- o Inserting Columns Into a Worksheet
- o Inserting Rows Into a Worksheet
- o Deleting Rows and Columns
- o Working With Multiple Worksheets
- o Worksheet Wisdom
- Sorting Data
- o Understanding Lists
- o Performing an Alphabetical Sort
- o Performing a Numerical Sort
- o Sorting on More Than One Column

#### o Filtering Data

- o Understanding Filtering
- o Applying and Using a Filter
- o Clearing a Filter
- o Creating Compound Filters
- o Multiple Value Filters
- o Creating Custom Filters
- o Using Wildcards
- Printing
- o Understanding Printing
- o Previewing Before You Print
- o Selecting a Printer
- o Printing a Range
- o Printing an Entire Workbook
- o Specifying the Number of
- Copies o The Print Options
- Creating Charts
- o Understanding the Charting Process
- o Choosing the Right Chart

- o Using a Recommended Chart
- o Creating a New Chart From Scratch
- o Working With an Embedded Chart
- o Resizing a Chart
- o Repositioning a Chart
- o Printing an Embedded Chart
- o Creating a Chart Sheet
- o Changing the Chart Type
- o Changing the Chart Layout
- o Changing the Chart Style
- o Printing a Chart Sheet
- o Embedding a Chart Into a Worksheet
- o Deleting a Chart
- o Getting Help
- o Understanding How Help Works
- o Using Tell Me
- o Accessing the Help Window
- o Navigating the Help Window
- o Using Google to Get Help
- o Printing a Help Topic
- o Other Sources of Assistance

## A Guide to Brilliant Spreadsheets

- o Good Planning Is Essential
- o Organisation and Design
- o Writing Effective Formulas
- o Documented and Easy to Use
- o The Appropriateness of Spreadsheets