SCREEN SMART
Software Training & Application Development

Microsoft Excel 2016

Introduction (Level 1)   **One Day Workshop**

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:	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.
What You Will Learn:	• 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 • sort data in a list in a worksheet • filter data in a table • 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
Target Audience:	This course is designed for users new to Microsoft Excel 2013 and spreadsheetin.

Course Content
The course covers:

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
Challenge Exercise
Challenge Exercise Workspace

Creating a New Workbook
Understanding Workbooks

Using the Blank Workbook Template
Typing Text
Typing Numbers
Typing Dates
Typing Formulas
Easy Formulas
Saving a New Workbook on Your Computer
Checking the Spelling
Making Basic Changes
Safely Closing a Workbook
Challenge Exercise
Challenge Exercise Sample

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Working With Workbooks
Opening an Existing Workbook
Navigating a Workbook
Navigating Using the Keyboard
Using Go To
Recent Files and Folders
Challenge Exercise
Challenge Exercise Sample

Editing in a Workbook
Understanding Data Editing
Overwriting Cell Contents
Editing Longer Cells
Editing Formulas
Clearing Cells
Deleting Data
Using Undo and Redo
Challenge Exercise
Challenge Exercise Sample

Selecting Ranges
Understanding Cells and Ranges
Selecting Contiguous Ranges
Selecting Non Contiguous Ranges
Selecting Larger Ranges
Selecting Rows
Selecting Columns
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

Filling Data
Understanding Filling
Filling a Series
Filling a Growth Series
Extracting With Flash Fill
Challenge Exercise
Challenge Exercise Data

Moving Data
Understanding Moving in Excel
Moving Cells and Ranges
Moving by Dragging
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

Formula Referencing
Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

Cell Alignment
Understanding Cell Alignment
Horizontal Cell Alignment
Vertical Cell Alignment
Indenting Cells
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise

Row and Column Formatting
Approximating Column Widths
Setting Precise Columns Widths
Setting the Default Column Width
Approximating Row Height
Setting Precise Row Heights
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

Sorting Data
Understanding Lists
Performing an Alphabetical Sort
Performing a Numerical Sort
Sorting on More Than One Column
Challenge Exercise
Challenge Exercise Sample

Filtering Data
Understanding Filtering
Applying and Using a Filter
Clearing a Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
Using Wildcards
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

Creating Charts
Understanding the Charting Process
Choosing the Right Chart
Using a Recommended Chart
Creating a New Chart From Scratch
Working With an Embedded Chart
Resizing a Chart
Repositioning a Chart
Printing an Embedded Chart
Creating a Chart Sheet
Changing the Chart Type
Changing the Chart Layout
Changing the Chart Style
Printing a Chart Sheet
Embedding a Chart Into a Worksheet

Deleting a Chart
Challenge Exercise
Challenge Exercise Sample

Getting Help
Understanding How Help Works
Using Tell Me
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
Printing a Help Topic
Other Sources of Assistance
Challenge Exercise
Challenge Exercise Workspace

A Guide to Brilliant Spreadsheets
Good Planning Is Essential
Organisation and Design
Writing Effective Formulas
Documented and Easy to Use
The Appropriateness of Spreadsheets
Challenge Exercise

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What You Take Away:	At the completion of the course, you get to take away the extensive coursebook for future reference.
What You Need To Know:	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 especially in regard to working with files and folders
Measure of Success:	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
Certificate:	Upon successful completion of the workshop, you will be issued with an official course certificate
Which Course Next?:	Microsoft Excel 2016 Intermediate (Level 2).
Dates & Times:	Please refer to separate workshop schedule.
Course Policies Warranty:	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course