



Excel 2016

Beginning Training Course Outline

Getting Started With Excel 2016

- Starting Excel 2016
- Selecting the Blank Worksheet Template
- The Excel 2016 Cell Referencing System
- Entering Numbers and Text
- Default Text and Number Alignment
- Summing a Column of Numbers
- Entering a Date
- Worksheets and Workbooks
- Saving a Workbook to Your Hard Disk
- Closing a Workbook
- Creating a New Workbook
- Opening a Workbook
- Opening a Recently Used Workbook
- Pinning Files and Folders
- Switching between Workbooks
- Saving a Workbook Using another Name
- Saving a Workbook Using a Different File Type
- Getting Help within Excel 2016
- Searching For Help
- The Help 'Table of Contents'
- Printing a Help Topic
- Alt Key Help
- Using Other Excel Templates

Excel 2016 Selection Techniques

- Why Are Selection Techniques Important?
- Selecting a Cell
- Selecting a Range of Connecting Cells
- Selecting a Range of Non-Connecting Cells
- Selecting the Entire Worksheet
- Selecting a Row
- Selecting a Range of Connecting Rows
- Selecting a Range of Non-Connected Rows
- Selecting a Column
- Selecting a Range of Connecting Columns
- Selecting a Range of Non-Connecting Columns
- Recommended Techniques When Creating or Editing Lists

Manipulating Rows and Columns within Excel 2016

- Inserting Rows into a Worksheet
- Inserting Columns into a Worksheet
- Deleting Rows within a Worksheet

- Deleting Columns within a Worksheet
- Modifying Column Widths
- Modifying Column Widths Using 'Drag and Drop'
- Automatically Resizing the Column Width to Fit Contents
- Modifying Row Heights

Manipulating Cells and Cell Content within Excel 2016

- Copying a Cell or Range Contents within a Workbook
- Deleting Cell Contents
- Moving the Contents of a Cell or Range within a Workbook
- Editing Cell Content
- Undo and Redo
- Copying Data between Worksheets (Within the Same Workbook)
- Moving Data between Worksheets (Within the Same Workbook)
- Moving Data Worksheets (Between Different Workbooks)
- Copying Data between Worksheets (In Different Workbooks)
- AutoFill
- Copying a Data Range Using AutoFill
- Sorting a Cell Range
- Searching and Replacing Data

Excel 2016 Worksheets

- Switching between Worksheets
- Renaming a Worksheet
- Recommended Techniques with Naming Worksheets
- Inserting a New Worksheet
- Deleting a Worksheet
- Copying a Worksheet within a Workbook
- Moving a Worksheet within a Workbook
- Copying or Moving Worksheets between Workbooks

Font Formatting within Excel 2016

- Font Formatting Options
- Font Type
- Font Size
- Bold, Italic, Underline Formatting
- Cell Border Formatting
- Formatting the Background Colour
- Formatting the Font Colour

Alignment Formatting within Excel 2016

- Horizontally Aligning Contents in a Cell Range
- Centering a Title over a Cell Range
- Cell Orientation
- Text Wrapping within a Cell
- Aligning Cell Contents Vertically
- Format Painter

Number Formatting within Excel 2016

- Number Formatting
- Decimal Point Display
- Applying and Removing Comma Style Formatting (To Indicate Thousands)
- Currency Symbol
- Date Styles
- Percentages

Freezing Row and Column Titles

- Freezing Row and Column Titles

Excel 2016 Formulas

- Creating Formulas
- The Easy Way to Create Formulas
- Copying Formulas
- Operators
- Using Operators in Formulas
- Formula Error Messages
- Relative Cell Referencing within Formulas
- Absolute Cell Referencing within Formulas

Excel 2016 Functions

- What Are Functions?

- Common Functions
- Sum Function
- Average Function
- Max Function
- Min Function
- Count Function
- The Counta Function
- The Countblank Function
- What Are 'If Functions'?
- Using the If Function

Excel 2016 Charts

- Inserting a Column Chart
- Inserting a Line Chart
- Inserting a Bar Chart
- Inserting a Pie Chart
- Resizing a Chart
- Deleting a Chart
- Chart Title or Labels
- Changing the Column, Bar, Line or Pie Slice Colors in a Chart
- Modifying the Legend Fill Colour
- Changing the Chart Type
- Modifying Charts Using the Layout Tab
- Copying and Moving Charts within a Worksheet
- Copying and Moving Charts between Worksheets
- Copying and Moving Charts between Workbooks

Customizing Excel 2016

- Modifying Basic Excel Options