

EXCEL 2010/2013/2016

LEVEL 1

1-day course

Course Code: S151

WHO SHOULD ATTEND?

This course is intended for new Microsoft Office Excel users.

PREREQUISITES

Windows 7, 8 or 10

COURSE OBJECTIVES

Upon completion of the course, participants will be able to accomplish the following:

- Create, save, open, close and move around in an Excel workbook to learn navigation skills necessary for creating and using Excel worksheets
- Organize columns and rows to accommodate information and edit the contents of cells to organize the information in your worksheet
- Calculate values by entering formulas into cells and specify an exact address of a cell by creating an absolute cell reference, create formulas by typing functions or build more complex formulas using the Insert Function dialog box
- Format worksheets and use view features to more effectively review large worksheets
- Use views to determine the layout of a worksheet, change the page setup, and preview/print workbooks

COURSE CONTENT

GETTING STARTED WITH EXCEL

Understanding Spreadsheet Concepts; Getting Started; Creating & Saving Workbooks; Opening & Closing Workbooks

MODIFYING WORKSHEETS

Working with Columns and Rows; Working with Cell Contents

USING FORMULAS AND FUNCTIONS

Creating & Using Formulas; Creating and Using Functions; Using Absolute Cell References; Inserting Functions

FORMATTING AND VIEWING WORKSHEETS

Formatting Worksheets; Viewing Worksheets

PRINTING WORKBOOKS

Using Workbook Views; Changing the Page Setup; Previewing & Printing Workbooks