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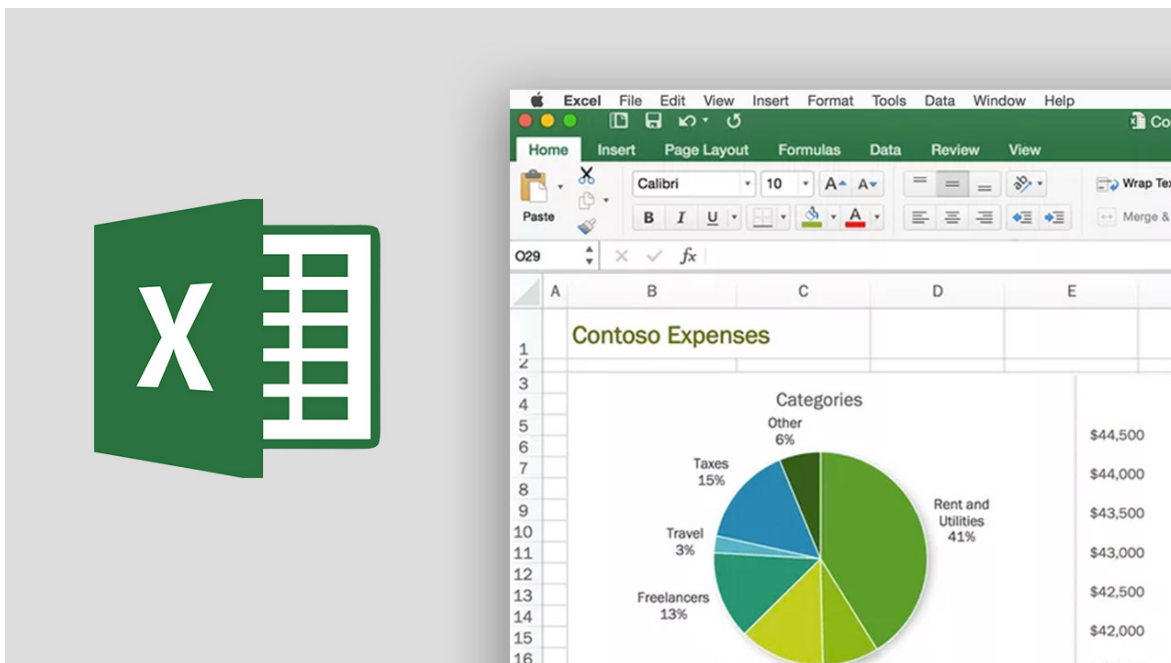
Learning Style: On Demand

Provider: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

## Excel 2016 Beginner



### About this course:

This course is intended to help you get started with Excel 2016 and gain a basic knowledge of the program. You'll learn how to create a spreadsheet, insert tables and graphs, and familiarize yourself with simple functions.

Microsoft Excel is the standard spreadsheet application for both personal and business use, so staying on top of the latest version is very important for anyone considering career advancement. Regardless of your level of understanding, you will benefit from this Microsoft Excel 2016 training course because it covers basic, intermediate and advanced competency levels.

Our Microsoft Excel 2016 training course will help arm you with the knowledge to use it more effectively whether you are using it at home or in the workplace. Understand how to manipulate data within a spreadsheet, validate and present information using the built in structure and functions of Microsoft Excel.

## **Course Objective:**

After completing this course, students will have a working understanding of:

- Ribbon and QA Toolbar - Part 1
- Ribbon and QA Toolbar - Part 2
- Backstage View
- Interface
- Share Pane
- Smart Lookup
- Navigating
- Keyboard Shortcuts
- Entering Text
- Formatting Numbers
- Deleting and Formatting
- AutoSum - Part 1
- AutoSum - Part 2
- Autofill
- Cell Styles
- Worksheet Themes
- Excel Templates
- Grouping Worksheets
- Freeze Panes
- Custom Views

## **Audience:**

This course is intended for:

- Anyone who is looking to gain understanding of fundamental Excel 2016 features and capabilities from a business productivity / analysis standpoint.

## **Prerequisites:**

- There are no prerequisites for this online course, as this is a beginner's level course.

## **Suggested prerequisites courses:**

- [Excel 2013 Beginner](#)

## **Course Outline:**

### **Introduction and Basic Functions and Formulas**

- Start Screen and Templates
- Ribbon and QA Toolbar - Part 1
- Ribbon and QA Toolbar - Part 2
- Backstage View
- Interface
- Share Pane
- Tell Me
- Smart Lookup
- Navigating
- Keyboard Shortcuts
- Entering Text
- Formatting Numbers
- Deleting and Formatting
- AutoSum - Part 1
- AutoSum - Part 2
- Simple Formulas
- Simple Functions
- Absolute Referencing

## Developing and Modifying a Workbook

- Inserting Rows
- Inserting Columns
- Moving and Copying Data
- Autofill
- Cell Styles
- Worksheet Themes
- Excel Templates
- Grouping Worksheets
- Freeze Panes
- Custom Views
- Spell Check
- Printing

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