

Microsoft Office Excel 2016: Part 1

Course Overview

This course teaches students about getting started with Microsoft Office Excel 2016. Students will learn how to perform calculations, modify a worksheet, format a worksheet, and print and manage workbooks.

Course Introduction

4m

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Chapter 01 - Getting Started with Microsoft Office Excel 2016

1h 11m

Topic A: Navigate the Excel User Interface

Microsoft Office Excel 2016

Office 365 Portal

Spreadsheets, Worksheets, and Workbooks

Cells and Ranges

Cell and Range References

The Excel User Interface Outer Elements

The Excel User Interface Inner Elements

Excel Window Commands

The Backstage View

Mouse Cursor Icons

Basic Data Entry

Demo - Navigating the Excel User Interface

Topic B: Use Excel Commands

The Ribbon

Tell Me

ScreenTips and KeyTips

The Quick Access Toolbar

The Mini Toolbar and Context Menus

Demo - Using Excel Commands

Topic C: Create and Save a Basic Workbook

The New Tab

The Save and Save As Commands

The Save As Screen

Compatibility Mode

The Convert Option

The Compatibility Checker

Demo - Creating and Saving a Basic Workbook

Microsoft OneDrive for Business

Demo - Signing in to Office 365 and OneDrive

Excel Online

Topic D: Enter Cell Data

Data Types

The Cut, Copy, and Paste Commands

The Undo and Redo Commands
The AutoFill Feature
AutoFill Options
Flash Fill
Demo - Entering Cell Data
Topic E: Use Excel Help
The Excel 2016 Help Window
Demo - Using Excel Help
Chapter 01 Review

Chapter 02 - Performing Calculations

49m

Topic A: Create Worksheet Formulas
Excel Formulas
The Formula Bar
A Basic Mathematical Formula
Elements of Excel Formulas
The Order of Operations
Intersection Operator
Demo - Creating Worksheet Formulas
Topic B: Insert Functions
Functions
The Function Library Group
The Insert Function Dialog Box
The Function Arguments Dialog Box
Graphical Cell and Range Reference Entry
The AutoSum Feature
Other Commonly Used Functions
Basic Function Syntax
The Formula AutoComplete Feature
The Arguments Tooltip
Demo - Inserting Functions
Topic C: Reuse Formulas and Functions
The Paste Options
The Paste Special Dialog Box
Relative References
Absolute References
Mixed References
AutoFill and Formulas
Worksheet References
Excel Errors
Error Indicators
Demo - Reusing Formulas and Functions
Chapter 02 Review

Chapter 03 - Modifying a Worksheet

26m

Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
The Insert and Delete Options
Manual Width and Height Adjustments
Manual Fit
The AutoFit Feature

The Row Height and Column Width Dialog Boxes
The Hide and Unhide Commands
Demo - Adjusting Cells, Columns, and Rows
Topic B: Search for and Replace Data
The Find Command
The Replace Command
The Go To Dialog Box
The Go To Special Dialog Box
Demo - Searching for and Replacing Data
Topic C: Use Proofing and Research Tools
The Spelling Dialog Box
The Thesaurus Task Pane
The Insights Task Pane
Demo - Checking the Spelling in a Worksheet
Chapter 03 Review

Chapter 04 - Formatting a Worksheet

1h 3m

Topic A: Apply Text Formats
Fonts
The Font Group
Live Preview
The Format Cells Dialog Box
The Colors Dialog Box
Hyperlinks
The Insert/Edit Hyperlink Dialog Box
The Format Painter
Demo - Formatting Text in a Worksheet
Topic B: Apply Number Formats
Number Formats
Number Format Tab
Custom Number Formats
Demo - Applying Number Formats
Topic C: Align Cell Contents
Alignment Options
The Indent Commands
The Wrap Text Command
Orientation Options
The Merge & Center Options
Demo - Aligning Cell Contents
Topic D: Apply Styles and Themes
Cell Styles
Galleries
The Style Dialog Box
The Merge Styles Dialog Box
Themes
Guidelines for Using Themes
Demo - Applying Cell Styles and Themes
Topic E: Apply Basic Conditional Formatting
Conditional Formatting
The Conditional Formatting Dialog Boxes

The Highlight Cells Rules
Data Bars
Color Scales
Icon Sets
Demo - Applying Basic Conditional Formatting
Topic F: Create and Use Templates
Templates
Templates and the Backstage View
Demo - Creating a Template
Chapter 04 Review

Chapter 05 - Printing Workbooks

27m

Topic A: Preview and Print a Workbook
The Print Tab
Print Settings
Page Orientation
Margins
Print Preview
Demo - Configuring and Previewing a Print Job
Topic B: Set Up the Page Layout
The Page Setup Dialog Box
The Print Area
The Print Titles Command
Page Breaks
Workbook Views
Page Break Preview View
Demo - Setting Up the Page Layout
Topic C: Configure Headers and Footers
Headers and Footers
Page Layout View
Contextual Tabs
The Header & Footer Tools Contextual Tab
The Header and Footer Dialog Boxes
Demo - Configuring Headers and Footers
Chapter 05 Review

Chapter 06 - Managing Workbooks

18m

Topic A: Manage Worksheets
Tab Formatting Options
Drag to Reposition Worksheets
The Move or Copy Dialog Box
Methods of Inserting and Deleting Worksheets
The Hide and Unhide Worksheet Options
Topic B: Manage Workbook and Worksheet Views
Custom Views
The Add View Dialog Box
The Split Command
The Freeze Panes Options
The Arrange All Command
The Arrange Windows Dialog Box

The View Side by Side Command
The Switch Windows Command
The New Window Command
Topic C: Manage Workbook Properties
Workbook Properties in the Backstage View
The Properties Dialog Box
Custom Workbook Properties
Chapter 06 Review
Course Closure

Total Duration: 4h 17m