

## **EXCEL 2016** **Beginner Level**

### **OBJECTIVES**

At the end of the course, the participant will be able to use formulae, format data, protect and hide data, create and manage a multi-sheet file and database, and create a personalized format.

### **TARGET CLIENTELE**

Public



### **PREREQUISITE**

Knowledge of Windows

### **COURSE SYLLABUS**

#### **1. Excel Environment**

- Work environment
- Configuring with Windows
  - Define regional parameters of Windows
- Learning files
  - Copying content from CD
- Spreadsheet program
- Microsoft Excel 2016
- Launching Excel 2016
- Creating a new file
- Excel window
  - Title bar
  - Ribbon
  - Menu File
  - Tooltip
  - Buttons

- Hidden options
- Spreadsheet
- Status bar
- Quick Access tool bar
  - Position of Quick Access tool bar
  - Add a button on the Quick Access tool bar
  - Delete a button on the Quick Access tool bar
  - Reinitialize the Quick Access tool bar
  - Personalize the Ribbon
  - Add a new group
  - Delete an option
  - Delete a group
  - Reinitialize the Ribbon or personalize it
- Help
  - Search area of the Ribbon
  - Other ways to access Help
  - Tool bar in the Help window
- Quit Excel

## **2. First steps using Excel**

- Content of a cell
  - Literal
  - Value
- Data entry
  - Enter data
  - Cancel invalid entry
  - Enter a literal
  - Enter a number
  - Enter a formula
- Manage files
  - Record a new file
  - Close a file
  - Open a file
  - Recent open files
  - New file
  - Open a copy of an existing file
  - Delete a file
- Moving in an active sheet
  - Scrolling in an active sheet

- Zoom
- Selecting cells
  - Edit data
  - Direct changes of data
  - Replace content in a cell
  - Efficient replacement of content in a cell
  - Efficient formatting
- Cancel and recall information of an operation
- Copy and move
  - Copy data using the clipboard buttons
  - Copy data using the copy handle
  - Move data using the clipboard buttons
  - Move data using the mouse
- Office Clipboard
  - Paste a section using Office Clipboard
  - Erasing content from Office Clipboard
- Data automation
- Instantaneous filling
- Increase series
- Personalized list

### **3. Calculations and formulae**

- Implementation of formulae
  - Relative and absolute addressing
  - Recopying formulae
- Calculate and use percentages, dates
- Discover the first functions of Excel
- Create linking formulae between spreadsheets

### **4. Print settings**

- Manage page layout
  - Various display modes
- Personalize headers and footers
- Page breaks, repeat titles, define print area, automatic adjustment

### **5. Manage tabs and files**

- Create, rename, move, delete and copy sheets
- Work on two screens

- Work using SkyDrive.
  - Discover the Excel Web App
- Exchange information with Word or PowerPoint

## **6. Create a list of data using Excel**

- Define, create a list of data
  - Use the new tables' tools
- Data entry, use a scrolling menu, integrate calculations
  - Use external data

## **7. Using and analyzing data**

- Data analysis marker
  - Condition formatting
- Sorting and sub-totals management, using filters
  - Delete doubles
- Pivot tables

## **8. Create charts**

- Choose a chart
  - Recommended charts
  - Sparkline charts
  - Personalize a chart
- Filter results.