

Overview:

The Excel spreadsheet lets you organize information into nice, neat rows and columns, then format, sort, analyze and do math on it. Useful for financial records, address books, to do lists, too many things to mention. We look at:

Course Objectives:

Participants will:

- Create basic worksheets using Microsoft Excel 2016.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.
- Learn how to use handy features new in 2016.

1. MODULE 0: Essentials Skills**1. Intro to Windows 10** (Use information from “Intro to computers”)

- Touchscreen and mouse
- Scrolling
- Keyboard shortcuts
- Windows desktop
- Run an App from start Menu
- Create an Excel blank document
- Maximize/minimize window

2. Excel user interface

- Title bar
- Menu bar
- Ribbon bar
- Formula bar
- Data area – Columns & Rows
- Worksheet bar
- Status bar
- Columns, Rows and Cells
- Quick Access Toolbar (Moved from Ch. 10)
- Mini toolbar
- Document properties

3. Printing (moved from Chapter 11)

- To access the Print pane
- Print a workbook
- Print active sheets

4. **Organizing files**
 - Create a folder
 - Create a folder within a folder
 - Hierarchy & travelling through folders/files
 - Switch from one App to another

5. **Saving your documents**
 - Save
 - Save as
 - Save in a different file type
 - Save a file on One Drive
 - Sign out from Microsoft account

6. **Screen resolution**
 - Minimize/Restore a window
 - Change screen resolution
 - Exit Excel with a document open

7. **Backstage view**
 - Run an App from the search box
 - Open an existing document
 - Creating a new document
 - Close a file
 - Open a recent file

8. **Organizing files**
 - Rename, move & delete a file

9. **Windows Help**
 - Open Office help
 - Move and resize a window

2. **MODULE 1: Creating a worksheet and a chart**

1. **Entering Text and Sum**

- Selecting a cell
- Entering text
- Entering numbers
- Calculating a sum
- Using the Fill Handle to copy text
- Using the Fill handle to copy formulas
- Entering a formula using keyboard

2. **Formatting a Cell & worksheet**

- Formatting a cell
- Use the Bold, Italic, and Underline commands
- Change the font
- Change the font size
- Change the font color
- Text alignment
- Format rows
- Cell styles
- Apply a cell style
- To merge cells using the Merge & Center command
- Applying number formats
- Modifying column width
- Use the name box to select cell
- Other ways to select cells

3. **Add a chart**

- Add a chart
- Apply a style to a chart
- To move a chart to a new sheet
- To change the sheet tab name
- Printing in Landscape

4. **Auto calculate area**

- Use the auto calculate area to determine a maximum

5. **Correcting errors**

- Correcting errors while entering data
- Undoing last entry
- Clearing a cell or a range
- Clearing the entire worksheet

3. MODULE 2: Formulas, Functions and Formatting

1. Titles & fill

- Entering worksheet, columns and rows titles
- Flash Fill
- Autofill options

2. Entering formulas

- Arithmetic/Basic operations
- Order of Operations
- Entering formulas using Point & Click
- Copy formulas using the fill handle
- Using the AUTOSUM button
- Range Finder

3. Formatting the Worksheet

- To change workbook theme
- Merge and Center
- Background color
- Apply border
- Apply accounting, dates, currency and percent formats
- Conditional formatting
- Changing row height

4. Checking spelling

- Check spelling on worksheet
- Additional spelling checker

5. Printing the worksheet

- Change printing margins, header & orientation, fit page
- Print the worksheet
- Print a selection of it
- Displaying & printing the formulas