



## Microsoft Excel 2016 Foundation

### Course Details

1-Day Instructor-led classroom-based training

### Course Overview

Microsoft Excel is a spreadsheet application that incorporates tools for assisting in the recording and analysis of numerical data and which has the ability of turning numerical data into charts. This functionality, combined with many powerful and sophisticated features allow the creation, manipulation, editing, printing and storage of workbooks.

The foundation course introduces the trainee to all the important fundamental features of Microsoft Excel 2013. Terminology and techniques are introduced to ensure knowledge and confidence is instilled allowing the participant to administer their duties and Excel tasks proficiently.

The course is structured to give maximum “hands-on” experience to the individuals rather than involving a lecture situation. In order to attain this, participants will have their own personal computer and colour monitor to work on.

### Course Pre-Requisites

Any new or inexperienced user of Microsoft Excel will benefit from this course. **No previous experience of Microsoft Excel is required.** However, knowledge of Windows and experience with a PC will be presumed, therefore, it is advisable to register participants on our “Intro- duction to Computing” or “Microsoft Windows” course prior to attending, should this experience be lacking.

### Course Completion

You will have the ability to create and modify basic MS Excel 2013 Worksheets and Workbooks. The course is also a pre-requisite to attending more advanced levels of training in MS Excel 2013. On completion of the course you will receive a certificate.

# Microsoft Excel 2016 Foundation COURSE OUTLINE

## Introduction to Excel 2016

- Starting the excel program
- Screen tour
- What is the active cell?
- The excel cell referencing system
- Entering numbers and text
- Default text and number alignment
- Editing cell content
- Undo and redo
- Summing a column of numbers
- Worksheets and workbooks
- Saving a workbook
- Closing a workbook and exiting the excel program
- Creating a new workbook
- Opening a workbook
- Switching between workbooks
- View workbooks side by side
- Saving a workbook using another name
- Getting help within excel 2013
- Alt key help
- Minimising the ribbon

## Selection techniques

- Why are selection techniques important?
- Select a cell
- Select a range of connecting cells using the mouse
- Select a range of connecting cells using shift
- Select a range of non-connecting cells
- Select the entire worksheet
- Select a row
- Select a range of connecting rows
- Select a range of non-connected rows
- Select a column

- Select a range of connecting columns
- Select a range of non-connecting columns
- Select from the active cell to the last non blank cell
- Select a range of connected data
- Recommended techniques when creating or editing lists

## Manipulate rows and columns

- Insert rows into a worksheet
- Insert columns into a worksheet
- Delete rows in a worksheet
- Delete columns in a worksheet
- Automatically resize the column width to fit the contents
- Resize row height using the mouse
- Modify row height numerically

## Copy, cut and paste

- Copy a cell or range of cells within a work- book
- Delete cell contents
- Move the contents of a cell or range within a workbook
- Move the contents of a cell or range within a workbook using the mouse
- Copy data between worksheets (within the same workbook)
- Moving data between worksheets (within the same workbook)
- Move data between workbooks
- Copying data between workbooks

## Autofill

- Autofill built in series
- Autofill dates
- Autofill numbers
- Autofill to copy
- Autofill formula

## Find data

- Filter a data range
- Clear filters
- Find and replace data

## Formulas

- Operators
- Create formulas
- Addition
- Subtraction
- Division
- Multiplication
- Formula practice
- Copy a formula
- Absolute and relative referencing
- Relative cell referencing within formulas
- Absolute cell referencing within formulas
- Formula error messages

## Functions

- What are functions?
- Common functions
- Sum function
- Average function
- Max function
- Min function
- Count function
- Today function
- What are if functions?
- Using the if function

## Font formatting

- Font formatting options
- Font type
- Font size
- Bold, italic, underline formatting
- Cell border formatting
- Format the background colour
- Format the font colour
- Format painter

## Alignment formatting

- Vertically align cell contents
- Horizontally align cell contents
- Centre a title over a cell range
- Cell orientation
- Text wrapping within a cell
- Number formatting
- Number formatting
- Decimal point display
- Comma style formatting (thousand separator)
- Currency symbol
- Percentages
- Date styles

## Worksheets

- Switch between worksheets
- Rename a worksheet
- Recommended techniques with naming worksheets
- Insert a new worksheet
- Delete a worksheet
- Copy a worksheet
- Move a worksheet using the dialog box
- Move a worksheet using drag and drop
- Navigate worksheets

## Freeze row and column headings

- Freeze top row
- Freeze first column
- Freeze row and column titles

## Charts

- Introduction to charts
- Recommended charts
- Column charts
- Pie charts
- Line charts
- Scatter charts

- Resize a chart
- Delete a chart
- Add or edit a chart title
- Add data labels
- Change the column, bar, line or pie slice colours

### Prepare to print a worksheet

- Preview a worksheet
- Scale a worksheet to fit to a page(s)
- Worksheet margins
- Worksheet paper size
- Worksheet orientation
- Print titles on every page
- Use page break preview to insert page breaks
- Use page layout view to insert headers and footers
- Header and footer fields
- Display gridlines when printing

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At Solab we have been delivering an extensive range of high-quality information computer technology (ICT) training courses throughout Scotland **since 1994**.

We have trained 22,000 delegates over the years and have developed a loyal customer base with highly satisfied delegates and training bookers returning time and time again.

We trust you will enjoy your training course with Solab, and if you get into any problems, please call us on 01224213033.

### How to find us?

Our office is situated on the first floor of Bridge House, at 56-58 Bridge Street, Aberdeen.



## Where to park?

Parking is available at the multi-storey pay and display car park next to the nearby British Telecom building.

From the car park, walk up College Street onto Bridge Street; Bridge House is located at the bottom of Bridge Street before the steps up to Crown Terrace. Solab's office can be reached by taking either the lift or stairs to the first floor.

## Office Opening Hours

Monday	09.00 am - 05:30 pm
Tuesday	09.00 am - 05:30 pm
Wednesday	09.00 am - 05:30 pm
Thursday	09.00 am - 05:30 pm
Friday	09.00 am - 05:30 pm
Saturday, Sunday	<b>CLOSED</b>

## Questions?

Contact us on 01224 213 033 or email [training@solab.co.uk](mailto:training@solab.co.uk)