



Microsoft Excel 2016 – Level 1

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION

This is a beginner's course aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel 2016. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

LEARNING OUTCOMES

Participants who complete this course should be able to:

- align the contents of cells in a number of ways
- alter the layout of a worksheet
- copy and paste data in Excel
- create and work with a new workbook
- create effective charts in Microsoft Excel
- filter data in a table
- format rows and columns in a worksheet
- make changes to data in a workbook
- move the contents of cells and ranges within and between workbooks
- navigate your way around Microsoft Excel 2016
- obtain help for Excel whenever you need it
- open and navigate within workbooks and worksheets
- print your workbook data
- sort and filter data in a list in a worksheet
- understand and use formula cell referencing
- understand and use the number formatting features in Excel
- understand and work with ranges in a worksheet
- understand points to consider to avoid problems in your worksheets
- understand, create and work with formulas and functions used to perform calculations
- use font formatting techniques to greatly enhance the look of a worksheet
- use the fill operations available to fill a data series
- work with elements that make up the structure of a worksheet

COURSE CONTENT

This course covers the following areas:

Getting to Know Excel

Starting Excel from the Desktop

Understanding the Excel Start Screen

The Excel Workbook Screen

How Excel Works

Using the Ribbon

Showing and Collapsing the Ribbon

Understanding the Backstage View

Accessing the Backstage View

Using Shortcut Menus

Understanding Dialog Boxes

Launching Dialog Boxes

Understanding the Quick Access

Toolbar

Adding Commands to the QAT

Understanding the Status Bar

Exiting Safely From Excel

Creating a New Workbook

Understanding Workbooks

Using the Blank Workbook

Template

Typing Text

Typing Numbers

Typing Dates

Typing Formulas

Easy Formulas

Saving a New Workbook on Your Computer

Checking the Spelling

Making Basic Changes

Safely Closing a Workbook

Working With Workbooks

Opening an Existing Workbook

Navigating a Workbook

Navigating Using the Keyboard

Using Go To

Recent Files and Folders

Editing in a Workbook



Understanding Data
Editing
Overwriting Cell Contents
Editing Longer Cells
Editing Formulas
Clearing Cells
Deleting Data
Using Undo and Redo
Cells and Ranges
Understanding Cells And Ranges
Selecting Contiguous Ranges
Selecting Non-Contiguous Ranges
Selecting Larger Ranges
Selecting Rows
Selecting Columns
Understanding Copying In Excel
Using Fill For Quick Copying
Copying From One Cell To Another
Copying From One Cell To A Range
Copying From One Range To Another
Understanding Filling
Filling A Series
Filling A Growth Series
Extracting With Flash Fill
Understanding Moving In Excel
Moving Cells And Ranges
Formulas and Functions
Understanding Formulas
Creating Formulas That Add
Creating Formulas That Subtract
Formulas That Multiply And Divide
Understanding Functions
Using The SUM Function
Summing Non-Contiguous Ranges
Calculating An Average
Finding A Maximum Value
Finding A Minimum Value
Creating More Complex Formulas
What If Formulas
Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References
Common Error Messages

FOR MORE INFORMATION CONTACT

T. 08 8946 6065

E. shortcourses@cdu.edu.au

W. www.cdu.edu.au/business-government/short-courses

Worksheet Appearance

Understanding Font Formatting
Working With Live Preview
Changing Fonts
Changing Font Size
Growing And Shrinking Fonts
Making Cells Bold
Italicising Text
Underlining Text
Changing Font Colours
Changing Background Colours
Using The Format Painter
Understanding Cell Alignment
Horizontal Cell Alignment
Vertical Cell Alignment
Indenting Cells
Understanding Number Formatting
Applying General Formatting
Formatting For Money
Formatting Percentages
Formatting As Fractions
Formatting As Dates
Using The Thousands Separator
Increasing And Decreasing Decimals

Worksheet Layout

Approximating Column Widths
Setting Precise Columns Widths
Setting The Default Column Width
Approximating Row Height
Setting Precise Row Heights
Understanding Worksheets
Changing The Worksheet View
Worksheet Zooming
Viewing The Formula Bar
Viewing Worksheet Gridlines
Inserting Cells Into A Worksheet
Deleting Cells From A Worksheet
Inserting Columns Into AWorksheet
Inserting Rows Into A Worksheet
Deleting Rows And Columns
More Than One Worksheet
Worksheet Wisdom

Sorting and Filtering Data

Understanding Lists
Performing An Alphabetical Sort
Performing A Numerical Sort
Sorting On More Than One Column

Understanding Filtering
Applying And Using A Filter
Clearing A Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
Using Wildcards
Printing
Understanding Printing
Previewing Before You Print
Selecting A Printer
Printing A Range
Printing An Entire Workbook
Specifying The Number Of Copies
The Print Options

Creating Charts

Understanding The Charting Process
Choosing The Right Chart
Using A Recommended Chart
Creating A New Chart From Scratch
Working With An Embedded Chart
Resizing A Chart
Repositioning A Chart
Printing An Embedded Chart
Creating A Chart Sheet
Changing The Chart Type
Changing The Chart Layout
Changing The Chart Style
Printing A Chart Sheet
Embedding A Chart Into A Worksheet
Deleting A Chart

Getting Help

Understanding How Help Works
Accessing The Help Window
Navigating The Help Window
Using The Office Website For Help
Using Google To Get Help
Printing A Help Topic
Other Sources Of Assistance

A Guide to Brilliant Spreadsheets

Nothing Beats Good Planning
Organisation And Design
Spot On Formulas
Documented And Easy To Use
The Appropriateness Of Spreadsheets