Excel 2016 Level 1

Days of Training: 1

Course Description

*Excel 2016 Level 1* provides the basic concepts and skills to start being productive with Microsoft Excel 2010: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from http://www.30bird.com.

Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel 2016, or if they want to have a solid foundation for continuing on to become an Excel Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course is a good place to start their preparation, but they will need to continue on to other courses in the series to be fully prepared for either exam.

The course assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.

Other Courses in the Series

* *Excel 2016: Level 2*
* *Excel 2016: Level 3*

Outline

Chapter 1: Fundamentals

Module A: Getting around

Module B: Workbook basics

Chapter 2: Creating worksheets

Module A: Entering data

Module B: Formulas

Module C: Functions

Module D: Moving and copying data

Module E: Reference types

Chapter 3: Formatting

Module A: Text formatting

Module B: Number formatting

Module C: Alignment

Module D: Borders and highlighting

Module E: Styles and themes

Chapter 4: Manipulating data

Module A: Data entry shortcuts

Module B: Paste options

Module C: Inserting, deleting, and hiding

Chapter 5: Charts

Module A: Creating charts

Module B: Chart types and elements

Chapter 6: Output

Module A: Managing worksheet windows

Module B: Printing worksheets

Module C: Sharing workbooks

Chapter 7: Settings and templates

Module A: Workbook options and properties

Module B: Templates