

# Microsoft Excel 2016/2013

## Level 1

### Course Overview

In this 1-day course, you will learn the essentials of the Excel program. You will learn how to navigate through a worksheet and select cells, rows, and columns. You will learn Excel terminology and use the Help system. You will also learn to insert, move, rename, and delete worksheets. You will learn to enter and edit text and numbers. Additionally, you will learn how to copy and move data, including data entry techniques to save time. You will learn to create mathematical formulas that add, subtract, multiply, and divide. You will also learn the difference between absolute and relative cell references within the formulas. You will perform more calculations using functions that sum, average, count, and find high values from a large set of data. You will learn to format text and numbers for appearance. You will learn how to change page margins, create headers and footers, and change other page layout features. Finally, you will preview a worksheet, change views of a worksheet, and modify print options. Prerequisite Course: Windows Level 1 or equivalent experience.



### Course Topics

#### Exploring Excel

- Starting Excel and Creating a Workbook
- Exploring the Ribbon
- About Rows, Columns, and Cells
- Opening an Existing Workbook
- Scrolling Through a Worksheet
- Selecting Cells
- Using the Help System
- Working with Multiple Sheets
- Freezing Panes
- Zooming to a Different Size
- Saving an Existing Workbook
- Closing a Workbook
- Closing the Excel Program

#### Entering and Editing Data

- Excel Data Types
- Creating a New Workbook
- Entering Data in a Column
- Entering Data in a Row
- Entering Numbers
- Modifying Data
- Adjusting Column Widths
- Deleting Data
- Using Undo
- Saving a Workbook

#### Moving & Copying Data and using Flash Fill

- Using the Fill Handle
- Moving Data Using Drag-and-Drop
- Moving Data Using Cut and Paste
- Copying Data Using Copy and Paste

#### Copy & Paste Values

- Inserting and Deleting Rows
- Inserting and Deleting Columns
- Hiding and Unhiding Rows and Columns
- Using Flash Fill
- Revising Flash Fill
- Getting Rid of Extra Spaces using Flash Fill
- Flash Fill Formatting
- Tips for Using Flash Fill

#### Creating Formulas

- Customizing the Quick Access Toolbar
- About Formulas
- Creating a Formula for Addition
- Copying a Formula
- About Relative Cell References
- Creating a Formula for Subtraction
- Using a Number in a Formula
- Recalculating Formulas
- Viewing Formulas
- Performing Multiple Calculations
- Using Absolute Cell References

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## Introducing Functions

- About Functions
- Adding Numbers with the SUM Function
- Calculating an Average
- Finding a High Value with MAX
- Counting Numbers with COUNT
- Counting Non-Blank Cells with COUNTA
- Using the SUM Ribbon Command
- Adding Noncontiguous Cells with the SUM Function
- Using a Function within a Formula
- Finding Help on Functions

## Formatting a Worksheet for Appearance

- Formatting Numbers
- Wrapping Text within a Cell
- Aligning Data within a Cell
- Increasing Cell Indents
- Changing the Font and Size of Data
- Applying Bold and Italics
- Centering a Heading across Columns
- Increasing Row Height
- Vertically Aligning Data
- Drawing Borders
- Applying Colors
- Clearing Cells