Course Name	Microsoft Excel 2016 Basic
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Office Excel® 2016 can help. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2016 Exam and the Excel 2016 Expert Exam. **Audience profile** This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.
Course Outcome	After completing this course, students will be able to: • Get started with Microsoft Office Excel 2016. • Perform calculations. • Modify a worksheet. • Format a worksheet. • Print workbooks. • Manage workbooks.
Course Details	**Lesson 1: Getting Started with Microsoft Office Excel 2016** Topic A: Navigate the Excel User Interface Topic B: Use Excel Commands Topic C: Create and Save a Basic Workbook Topic D: Enter Cell Data Topic E: Use Excel Help **Lesson 2: Performing Calculations** Topic A: Create Worksheet Formulas Topic B: Insert Functions Topic C: Reuse Formulas and Functions

Lesson 3: Modifying a Worksheet

Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
Topic B: Search for and Replace Data
Topic C: Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

Topic A: Apply Text Formats
Topic B: Apply Number Formats
Topic C: Align Cell Contents
Topic D: Apply Styles and Themes
Topic E: Apply Basic Conditional Formatting
Topic F: Create and Use Templates

Lesson 5: Printing Workbooks

Topic A: Preview and Print a Workbook
Topic B: Set Up the Page Layout
Topic C: Configure Headers and Footers

Lesson 6: Managing Workbooks

Topic A: Manage Worksheets
Topic B: Manage Workbook and Worksheet Views
Topic C: Manage Workbook Properties