

Information Technology and Computer Skills Training

EXCEL 2016 - NAVIGATION/FORMULAS/ SIMPLE FUNCTIONS (Virtual Lecture)

Where: Your Computer Desktop

Time: 9:00 a.m. - 11:00 a.m.

Investment: \$50.00

NOTE: This class is a Distance Learning Class to be taken at your workstation.
This is not a hands-on class.

Course Content

GETTING STARTED

Becoming Familiar with The Excel 2016 Screen

Using the Excel 2016 Ribbon

- Using Contextual Tabs
- Using Dialog Box Launchers
- Using Live Preview
- Using Access Keys
- Using the Office Button and the Quick Access Toolbar
- Using the Mini-Toolbar
- Accessing the Shortcut Menu via the Mouse
- Customizing the Status Bar
- Changing the Views
- Working with Workbook Elements
- Using the Zoom

Moving Around Your Cursor

- Activating a Cell using the Mouse
- Moving a Cell using the Keyboard
- Using the Go To Command
- Moving to a Cell using the Name Box
- Moving within a Selected Range
- Moving to other Sheets within a Workbook

Selecting A Range Of Cells In Workbook

- Selecting a Single Cell or Range of Cells
- Selecting an entire Column, Row or Worksheet
- Selecting Non-Adjacent Ranges
- Selecting Multiple Worksheets

Entering Data into Worksheet

- Entering Text (Label) into a Cell
- Editing the contents of a Cell
- Editing Text in a Cell using the Formula Bar
- Replacing and deleting the contents of a Cell
- Entering a number as a value or Label in a Cell
- Entering a Date into a Cell
- Using AutoFill Options
- Using a List to enter Data
- Entering Data into a Range of Cells
- Filling a Range of Cells with the same Data

PERFORMING CALCULATIONS

Using A Simple Formula

- Resizing the Formula Bar
- Entering a Formula using the Keyboard
- Entering a Cell or Range Reference
- Using AutoSum to Calculate Totals

Using Simple Functions

- Entering a Function Directly
- Inserting other Functions using AutoSum
- Using AutoCalculate
- Using AutoCalculate without using a Formula

Visit our website at
www.training.oa.mo.gov

to find other technical
and computer training
programs.

