

Information Technology and Computer Skills Training

EXCEL 2016 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

Learners who attend this Introductory Level workshop will receive information to increase their proficiency in the following areas:

Lesson 1: Excel Basics

- Creating an Excel Workbook
- Examining the Excel Environment
- Opening an Existing Workbook
- Navigating a Worksheet
- Creating and Saving a New Workbook
- Moving between Workbooks
- Setting Excel Options
- Switching Between Views
- Using Tell Me to Obtain Help
- Closing a Workbook & Editing Excel

Lesson 2: Working with Data

- Entering Text and Numbers
- Changing & Deleting Data
- Using Undo/Redo
- Using Find and Replace
- Using the Go To Command
- Using Smart Lookup

Lesson 3: Editing a Worksheet

- Working with Ranges
- Copying and Pasting Data
- Using the Office Clipboard
- Cutting and Pasting Data
- Copying & Moving Cells using Drag-and-Drop
- Changing Column Width
- Changing Row Height
- Inserting and Removing Rows & Columns
- Copying Data and Formulas with Autofill
- Filling in Cells Using Flash Fill

Lesson 4: Formatting a Worksheet

- Formatting Text
- Using the Format Cells Dialog Box
- Formatting Values
- Using the Format Painter Button
- Alignment & Text Wrapping
- Merging Cells & Centering Text

Formatting a Worksheet Continued

- Adding Cell Borders
- Applying Colors & Shading to Cells
- Colors & Shading To Cells
- Applying Cell Styles
- Hiding & Unhiding Rows & Columns
- Freezing & Unfreezing Rows & Columns
- Inserting & Removing Page Breaks

Lesson 5: Page Setup and Printing

- Adjusting Margins
- Setting Page Orientation & Paper Size
- Defining a Print Area
- Printing Worksheet Titles
- Forcing a Worksheet to Fit
- Printing a Worksheet

Lesson 6: Formulas & Functions

- Entering Simple Formulas
- Choosing Formula Cell References
- Using Autosum
- Relative & Absolute References
- Mixed References
- Copying Formulas
- Min, Max, Count & Average Functions
- The Insert Function Button

Lesson 7: Modifying Workbooks

- Adding & Deleting Worksheets
- Copying & Renaming Worksheets
- Repositioning & Grouping Worksheets
- Changing Worksheet Tab Colors

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