

Course Overview:

In this course, you will learn the fundamentals of working with spreadsheets. You will learn how to produce a professional looking worksheet by entering numbers and creating time-saving Excel formulas and use the predefined Excel functions. You will also learn how to quickly and easily change the layout of your worksheet and enhance the appearance of your worksheet using the format commands. You will also learn how to work with multiple sheets within a file and how to setup and print your worksheet.

Course Content:

Create and Edit a Worksheet

- Get acquainted with the Backstage View, Ribbon and Quick Access Toolbar in Office 2016.
- Explore the Excel screen.
- Efficiently move through the worksheet using many shortcut keys.
- Proficiently select cells and ranges.

Create Formulas and Functions

- Produce a professional looking worksheet by entering numbers and creating time-saving Excel formulas.
- Effectively use the following Excel functions: SUM, AVERAGE, MIN, MAX and COUNT.

Manage your Worksheet

- Quickly insert, delete or hide cells, rows, and columns.
- Discover many unique techniques to cut, copy and paste.
- Use the latest Flash Fill features that will automate many repetitive tasks.

Format your Worksheet

- Enhance the appearance of your worksheet using the many formatting commands.

Manage your Workbook

- Name, group, move, copy and colour your worksheet tabs.

Print your Worksheet

- Setup and print your worksheet.

Get Help Using the “Tell me what you want to do” Box

- Use the new feature to learn how to do anything in Excel.