PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Excel 2016 Introduction Training

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Microsoft Excel is a powerful tool essential for managing and presenting data in today's working environment. In this Microsoft Office training course, you gain the knowledge and skills to create and edit worksheets, use formulas and functions, sort and filter detail data visually, and present summary information in a consumable and professional format.

This hands-on training workshop is available now throughout Hong Kong, including Central and also via instructor-led online training.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

This course is designed to give users a good introduction to the basic concepts of Excel. It explores the structure of the Excel workbook and demonstrates basic techniques required for working with spreadsheets.

Outcomes

The PD Training Microsoft Excel 2016 Introduction Training Course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets.

After completing this course, participants will have learned to:

- Create a Basic Worksheet
- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Manipulate Data
- Insert, Manipulate, and Delete Cells, Columns, and Rows
- Search for and Replace Data
- Spell Check a Worksheet

- Modify Fonts
- Add Borders and Colours to Cells
- Apply Number Formats
- Align Cell Contents
- Define the Basic Page Layout for a Workbook
- Refine the Page Layout and Apply Print Options
- Manage the View of Worksheets and Workbooks
- Customise General and Language Options
- Customise Formula Options
- Customise Proofing and Save Options
- Customise the Ribbon and Quick Access Toolbar
- Customise the Functionality of Excel by Enabling Add-Ins
- Customise Advanced and Trust Centre Options

Modules

Lesson 1: Getting Started with Microsoft Excel 2016

- Identify the Elements of the Excel Interface
- Create a Basic Worksheet
- Use the Help System

Lesson 2: Performing Calculations

- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

Lesson 3: Modifying a Worksheet

- Manipulate Data
- Insert, Manipulate, and Delete Cells, Columns, and Rows
- Search for and Replace Data
- Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and Colours to Cells
- Apply Number Formats
- Align Cell Contents
- Apply Cell Styles

Lesson 5: Printing Workbook Contents

- Define the Basic Page Layout for a Workbook
- Refine the Page Layout and Apply Print Options

Lesson 6: Managing Large Workbooks

- Format Worksheet Tabs
- Manage Worksheets
- Manage the View of Worksheets and Workbooks

Lesson 7: Customising the Excel Environment

- Customise General and Language Options
- Customise Formula Options
- Customise Proofing and Save Options
- Customise the Ribbon and Quick Access Toolbar
- Customise the Functionality of Excel by Enabling Add-Ins
- Customise Advanced and Trust Centre Options

Talk to our expert team

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