



Microsoft Excel 2016

Level 1



INFOCUS COURSEWARE

Product Code: INF1615

ISBN: 978-1-925349-72-6

❖ General Description

This is a beginner's course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using **Microsoft Excel 2016**. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

❖ Learning Outcomes

At the completion of this course you should be able to:

- navigate your way around **Microsoft Excel 2016**
- create and work with a new workbook
- open and navigate within workbooks and worksheets
- make changes to data in a workbook
- understand and work with ranges in a worksheet
- copy and paste data in **Excel**
- use the fill operations available to fill a data series
- move the contents of cells and ranges within and between workbooks
- understand, create and work with formulas and functions
- understand and use formula cell referencing
- use font formatting techniques
- align the contents of cells in a number of ways
- understand and use the number formatting features in **Excel**
- format rows and columns in a worksheet
- work with elements that make up the structure of a worksheet
- sort data in a list in a worksheet
- filter data in a table
- print your workbook data
- create effective charts in **Microsoft Excel**
- obtain help for **Excel** whenever you need it
- understand points to consider to avoid problems in your worksheets

❖ Prerequisites

This course assumes little or no knowledge of spreadsheets or **Microsoft Excel 2016**. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

❖ Topic Sheets

180 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



Microsoft Excel 2016

Level 1



INFOCUS COURSEWARE

Product Code: INF1615

ISBN: 978-1-925349-72-6

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

This information sheet was produced on Tuesday, May 22, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com



Microsoft Excel 2016

Level 1



INFOCUS COURSEWARE

Product Code: INF1615

ISBN: 978-1-925349-72-6

Contents

Getting to Know Excel 2016

- Starting Excel From the Desktop
- Understanding the Excel Start Screen
- The Excel Workbook Screen
- How Excel 2016 Works
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Exiting Safely From Excel 2016

Creating a New Workbook

- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas
- Easy Formulas
- Saving a New Workbook on Your Computer
- Checking the Spelling
- Making Basic Changes
- Safely Closing a Workbook

Working With Workbooks

- Opening an Existing Workbook
- Navigating a Workbook
- Navigating Using the Keyboard
- Using Go To
- Recent Files and Folders

Editing in a Workbook

- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Using Undo and Redo

Selecting Ranges

- Understanding Cells and Ranges
- Selecting Contiguous Ranges
- Selecting Non Contiguous Ranges
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns

Copying Data

- Understanding Copying in Excel
- Using Fill for Quick Copying
- Copying From One Cell to Another
- Copying From One Cell to a Range
- Copying From One Range to Another

Filling Data

- Understanding Filling
- Filling a Series
- Filling a Growth Series
- Extracting With Flash Fill

Moving Data

- Understanding Moving in Excel
- Moving Cells and Ranges
- Moving by Dragging

Formulas and Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply and Divide
- Understanding Functions
- Using the SUM Function to Add
- Summing Non-Contiguous Ranges
- Calculating an Average
- Finding a Maximum Value
- Finding a Minimum Value
- Creating More Complex Formulas
- What if Formulas
- Common Error Messages

Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

Font Formatting

- Understanding Font Formatting

- Working With Live Preview

- Changing Fonts
- Changing Font Size
- Growing and Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using the Format Painter

Cell Alignment

- Understanding Cell Alignment
- Horizontal Cell Alignment
- Vertical Cell Alignment
- Indenting Cells

Number Formatting

- Understanding Number Formatting
- Applying General Formatting
- Formatting for Money
- Formatting Percentages
- Formatting as Fractions
- Formatting as Dates
- Using the Thousands Separator
- Increasing and Decreasing Decimals

Row and Column Formatting

- Approximating Column Widths
- Setting Precise Column Widths
- Setting the Default Column Width
- Approximating Row Height
- Setting Precise Row Heights

Working With a Worksheet

- Understanding Worksheets
- Changing the Worksheet View
- Worksheet Zooming
- Viewing the Formula Bar
- Viewing Worksheet Gridlines
- Inserting Cells Into a Worksheet
- Deleting Cells From a Worksheet
- Inserting Columns Into a Worksheet
- Inserting Rows Into a Worksheet
- Deleting Rows and Columns
- Working With Multiple Worksheets
- Worksheet Wisdom

Sorting Data

- Understanding Lists



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



Microsoft Excel 2016

Level 1



INFOCUS COURSEWARE

Product Code: INF1615

ISBN: 978-1-925349-72-6

Performing an Alphabetical Sort
Performing a Numerical Sort
Sorting on More Than One Column

The Appropriateness of Spreadsheets

Filtering Data

Understanding Filtering
Applying and Using a Filter
Clearing a Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
Using Wildcards

Printing

Understanding Printing
Previewing Before You Print
Selecting a Printer
Printing a Range
Printing an Entire Workbook
Specifying the Number of Copies
The Print Options

Creating Charts

Understanding the Charting Process
Choosing the Right Chart
Using a Recommended Chart
Creating a New Chart From Scratch
Working With an Embedded Chart
Resizing a Chart
Repositioning a Chart
Printing an Embedded Chart
Creating a Chart Sheet
Changing the Chart Type
Changing the Chart Layout
Changing the Chart Style
Printing a Chart Sheet
Embedding a Chart Into a Worksheet
Deleting a Chart

Getting Help

Understanding How Help Works
Using Tell Me
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
Printing a Help Topic
Other Sources of Assistance

A Guide to Brilliant Spreadsheets

Good Planning Is Essential
Organisation and Design
Writing Effective Formulas
Documented and Easy to Use



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information