



INFOCUS COURSEWARE

Operate Spreadsheet Applications

Microsoft Excel 2016



WATSONIA PUBLISHING

Product Code: INF984

ISBN: 978-1-925873-12-2

❖ General Description

The skills and knowledge acquired in Operate Spreadsheet Applications - Microsoft Excel 2016 are sufficient to be able to use spreadsheet applications, including creating spreadsheets, formatting data, incorporating charts and objects, and printing spreadsheets. It applies to individuals who perform a range of routine tasks in the workplace under direct supervision or with limited responsibility.

❖ Learning Outcomes

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

- create new workbooks in **Microsoft Excel**
- understand, create and work with formulas and functions
- work with workbooks created in **Microsoft Excel**
- copy and paste data in **Excel**
- save workbooks in a variety of formats
- use font formatting techniques
- align the contents of cells in a number of ways
- create and work with headers and footers
- insert pictures or create charts in a workbook
- print data from workbooks
- customise **Microsoft Excel** workbooks
- apply a variety of page setup techniques
- modify **Excel** options

❖ Prerequisites

Operate Spreadsheet Applications - Microsoft Excel 2016 assumes little or no knowledge of Microsoft Excel 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

112 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

❖ 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.

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Product Information



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Contents

Creating Workbooks

- How Spreadsheets Work
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- Starting Excel From the Desktop
- Understanding Workbooks
- Using the Blank Workbook Template
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- Typing Numbers
- Typing Dates
- Understanding the Fill Handle
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- Easy Formulas
- Saving a New Workbook on Your Computer
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- Making Basic Changes
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- Personalising Excel
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- Setting the Default File Location



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