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.

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

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.

222 topics

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.

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence
Microsoft Excel 2016
Level 1 (with Challenge Exercises)

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 Monday, November 20, 2017 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.
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
Challenge Exercise
Challenge Exercise Workspace

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
Challenge Exercise
Challenge Exercise Sample

Working With Workbooks
Opening an Existing Workbook
Navigating a Workbook
Navigating Using the Keyboard
Using Go To
Recent Files and Folders
Challenge Exercise
Challenge Exercise Sample

Editing in a Workbook
Understanding Data Editing
Overwriting Cell Contents
Editing Longer Cells
Editing Formulas
Clearing Cells
Deleting Data
Using Undo and Redo
Challenge Exercise
Challenge Exercise Sample

Selecting Ranges
Understanding Cells and Ranges
Selecting Contiguous Ranges
Selecting Non Contiguous Ranges
Selecting Larger Ranges
Selecting Rows
Selecting Columns
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

Filling Data
Understanding Filling
Filling a Series
Filling a Growth Series
Extracting With Flash Fill
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise
Challenge Exercise Sample

Cell Alignment
Understanding Cell Alignment
Horizontal Cell Alignment
Vertical Cell Alignment
Indenting Cells
Challenge Exercise
Challenge Exercise Sample

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
Challenge Exercise

Finding a Maximum Value
Finding a Minimum Value
Creating More Complex Formulas
What if Formulas
Common Error Messages
Challenge Exercise
Challenge Exercise Sample

Formula Referencing
Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References
Challenge Exercise
Challenge Exercise Sample

Formula Referencing
Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References
Challenge Exercise
Challenge Exercise Sample

Formula Referencing
Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References
Challenge Exercise
Challenge Exercise Sample

Formula Referencing
Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References
Challenge Exercise
Challenge Exercise Sample

Formula Referencing
Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References
Challenge Exercise
Challenge Exercise Sample
**Product Information**

**Microsoft Excel 2016**

**InFocus Courseware**

**Level 1 (with Challenge Exercises)**

**Product Code:** INF1655  **ISBN:** 978-1-925349-78-8

**Challenge Exercise Sample**

**Row and Column Formatting**
- Approximating Column Widths
- Setting Precise Column Widths
- Setting the Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Challenge Exercise
- Challenge Exercise Sample

**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
- Challenge Exercise
- Challenge Exercise Sample

**Sorting Data**
- Understanding Lists
- Performing an Alphabetical Sort
- Performing a Numerical Sort
- Sorting on More Than One Column
- Challenge Exercise
- Challenge Exercise Sample

**Filtering Data**
- Understanding Filtering
- Applying and Using a Filter
- Clearing a Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards
- Challenge Exercise
- Challenge Exercise Sample

**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**
- Challenge Exercise
- Challenge Exercise Sample

**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
- Challenge Exercise
- Challenge Exercise Sample

**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
- Challenge Exercise
- Challenge Exercise Workspace

**A Guide to Brilliant Spreadsheets**
- Good Planning Is Essential
- Organisation and Design
- Writing Effective Formulas
- Documented and Easy to Use
- The Appropriateness of Spreadsheets
- Challenge Exercise
- Challenge Exercise Workspace

**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