



INFOCUS COURSEWARE

Microsoft Excel 2016

Level 1 (with Challenge Exercises)



WATSONIA PUBLISHING

Product Code: INF1655

ISBN: 978-1-925349-12-2

❖ 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

222 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



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❖ 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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Challenge Exercise Sample

Row and Column Formatting

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Setting the Default Column Width
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Deleting a Chart
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A Guide to Brilliant Spreadsheets

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Organisation and Design
Writing Effective Formulas
Documented and Easy to Use
The Appropriateness of Spreadsheets
Challenge Exercise
Challenge Exercise Workspace



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