INFOCUS COURSEWARE

Microsoft Excel 2016 Introductory

Level 1 (with Challenge Exercises)

Applied Education

Product Code: INF1655

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

Product Information

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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.appliededucation.edu.au

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- The Excel Workbook Screen
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- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
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- Adding Commands to the QAT
- Understanding the Status Bar
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Challenge Exercise Sample

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

Working With a Worksheet
Understanding Worksheets
Changing the Worksheet View
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Viewing the Formula Bar
Viewing Worksheet Gridlines
Inserting Cells Into a Worksheet
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Inserting Columns Into a Worksheet
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Resizing a Chart
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Challenge Exercise
Challenge Exercise Sample

Getting Help
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Using Tell Me
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
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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

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