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.

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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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Microsoft Excel 2016 Introductory
Level 1 (with Challenge Exercises)

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Level 1 (with Challenge Exercises)

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Challenge Exercise Sample

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