Module Title	:	**Microsoft Excel 2016 Basic**
Duration	:	**1 day**

Overview

In this Introduction to Microsoft Excel 2016 training class, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel 2016 worksheets.

Target Audience

Students who have little or no familiarity with Microsoft Excel 2016 or more experienced Excel users who want to learn the topics covered in this course in the 2016 interface.

Course Outline

Module 1: The Basics

Getting Started

Signing In

Creating a New Workbook

Understand the Basic Parts of a Workbook

Saving a Workbook

Opening a Workbook

Module 2: Your First Workbook

Selecting Data

Entering and Deleting Data

Using Undo and Redo

Using Cut, Copy, and Paste

Module 3: Working with Data

Inserting Rows and Columns

Merging and Splitting Cells

Moving Cells

Using Paste Special

Using Find and Replace

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Course Outline ::EXC16B::

Hiding and Unhiding Cells

Module 4: Using Timesaving Tools
Using AutoFill
Using Flash Fill
Using AutoSum
Using AutoComplete
Using AutoCalculate

Module 5: Formatting Text
Changing the Font Face, Size, and Color
Applying Text Effects
Applying Borders and Fill
Using the Font Tab of the Format Cells Dialog
Clearing Formatting

Module 6: Formatting Data
Wrapping Text
Changing the Size of Rows and Columns
Adjusting Cell Alignment
Changing Text Direction
Changing Number Format

Module 7: Charting Data
Creating Sparklines
Inserting Charts

Module 8: Viewing, Printing, and Sharing Your Workbook
Using Views
Saving a Workbook as PDF or XPS
Printing a Workbook

Module 9: Customizing the Interface
Changing Ribbon Display Options

Customizing the Quick Access Toolbar

Hiding and Showing Ribbon Tabs

Creating Custom Ribbon Tabs

Resetting Interface Changes