



Excel 2016 Level 1 Course Content

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Course Objectives:

- Create, save, open, close and move around in an Excel workbook to learn navigation skills necessary for creating and using Excel worksheets.
- Organize columns and rows to accommodate information and edit the contents of cells to organize the information in your worksheet.
- Calculate values by entering formulas into cells and specify an exact address of a cell by creating an absolute cell reference, create formulas by typing functions or build more complex formulas using the Insert Function dialog box.
- Format worksheets and use view features to more effectively review large worksheets.
- Use views to determine the layout of a worksheet, change the page setup, and preview/print workbooks.

This course is for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel worksheets.

Course Content:

Getting Started with Excel	Understanding Spreadsheet Concepts Getting Started Creating and Saving Workbooks Opening and Closing Workbook
Modifying Worksheets	Working with Columns and Rows Working with Cell Contents
Using Multiple Workbooks and Worksheets	Creating and Using Formulas Creating and Using Functions Using Absolute Cell References Inserting Functions
Formatting and Viewing Worksheets	Formatting Worksheets Viewing Worksheets
Printing Workbooks	Using Workbook Views Changing the Page Setup Previewing and Printing Workbooks