

Course Information and Outline

MOS-001 - 3 Day Excel 2016 Course - Beginners to Advanced

Course Information

Duration: 3 days	Recommended Prerequisites: None
Certificate of training: StellieTech Certificate of Completion	Assessment: Graded pre and post assessments between lessons. International MOS certification (R750.00)
Dates & Times: Dates are available every week (Mon – Sat). 09:00 – 16:00	Venue: StellieTech
Overview: This course covers all the content of Microsoft Office Excel 2016 needed to become internationally certified. This three-day course is designed to prepare you for everything you will need to know in order to write an official Microsoft Office certification, and to be able to set yourself up for success in your work environment.	Course Objectives: <ul style="list-style-type: none"> • Master everything you need to know about Microsoft Excel. • Reach the top professional level of Microsoft Excel with no need for prior knowledge of the application.

Course Outline

Introduction to Excel 2016

- About This Course

Create Worksheets and Workbooks

- Tour of Excel
- Create a Blank Workbook
- Create a Workbook Using Templates
- Add Data to a Worksheet
- Import Data
- Add a Worksheet
- Copy a Worksheet
- Move a Worksheet

Navigate in Worksheets and Workbooks

- Search for Data
- Navigate a Workbook

- Insert and Remove Hyperlinks

Format Worksheets and Workbooks

- Change Worksheet Tab Color
- Rename a Worksheet
- Change Worksheet Order
- Modify Page Setup
- Insert and Delete Columns or Rows
- Change Workbook Themes
- Adjust Row Height and Column Width
- Insert Headers and Footers

Customize Options and Views

- Hide and Unhide Worksheets
- Hide and Unhide Columns and Rows
- Customize the Quick Access Toolbar
- Change Workbook Views

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- Change Window Views
- Modify Document Properties
- Change Magnification
- Display Formulas

Prepare Files for Distribution

- Set a Print Area
- Save Workbooks in Other Formats
- Print All or Part of a Workbook
- Set Print Scaling
- Display Repeating Row and Column Titles
- Inspect for Hidden Properties
- Inspect for Accessibility Issues
- Inspect for Compatibility Issues

Manage Data

- Insert Data in Cells and Ranges
- Replace Data
- Cut and Paste Data
- Copy and Paste Data
- Paste Data with Special Paste Options
- Using AutoFill to Fill Cells
- Insert and Delete Cells

Format Cells and Ranges

- Merge Cells
- Modify Cell Alignment and Indentation
- Use Format Painter to Format Cells
- Wrap Text Within Cells
- Apply Number Formats
- Apply Cell Formats
- Apply Cell Styles

Summarize and Organize Data

- Insert Sparkline's
- Outline Data

- Create Subtotals
- Apply Conditional Formatting

Create Tables

- Create and Manage Tables
- Create an Excel Table from a Cell Range
- Convert a Table to a Cell Range
- Add or Remove Table Rows and Columns

Manage Table Styles and Options

- Apply Styles to Tables
- Configure Table Style Options
- Insert Total Rows

Filter and Sort a Table

- Filter Records
- Sort Data by Multiple Columns
- Sort Data by Custom Lists
- Change Sort Order
- Remove Duplicate Records

Calculations with Formulas and Functions

- Use Basic Formulas and Functions
- Use Basic Formulas
- Use Absolute and Mixed References
- Using Formulas Across Worksheets
- Calculate with the SUM Function
- Use the MIN and MAX Functions
- Use the COUNT Functions
- Use the AVERAGE Functions
- Formula and Function Tips

Use Conditional Functions

- Use the IF Function
- Use the SUMIF Function
- Use the AVERAGEIF Function

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- Use the COUNTIF Function

Use Text Functions

- Use the LEFT Function
- Use the MID Function
- Use the RIGHT Function
- Use the UPPER and LOWER Functions
- Use the PROPER Function
- Use the CONCAT Function

Create Charts and Objects

- Create Charts
- Create a New Chart
- Add Additional Data Series
- Switch Orientation of Source Data
- Use Quick Analysis to Analyze Data

Format Charts

- Resize Charts
- Add and Modify Chart Elements
- Data Labels and Legends
- Gridlines
- Apply Chart Layouts and Styles
- Change Chart Type
- Create Secondary Axis
- Move Charts to a Chart Sheet

Insert and Format Objects

- Insert Text Boxes and Shapes
- Insert and Modify Images
- Add Alternative Text to Objects

Conclusion

- Course Ending