Microsoft Excel 2016 Basics (Part 1)

*Microsoft Excel is a tool that helps you analyze, share, and manage information more effectively. It can be used for financial analysis, listing large amounts of data for manipulation or to do a variety of calculations on any type of numerical data. There are many ways to work in Microsoft Excel, many of which go un-noticed. This course will help you learn the basics of setting up a spreadsheet, different ways to layout your data, and navigate through it. Discover many of the techniques you can use with Microsoft Excel.*

## Course Content – Part I Course Content – Part II

### Lesson 1: Getting Started with Microsoft Office Excel 2016

**Topic A:** Navigate the Excel User Interface

**Topic B:** Use Excel Commands

**Topic C:** Create and Save a Basic Workbook

**Topic D:** Enter Cell Data

**Topic E:** Use Excel Help

### Lesson 2: Performing Calculations

**Topic A:** Create Worksheet Formulas

**Topic B:** Insert Functions

**Topic C:** Reuse Formulas and Functions

### Lesson 3: Modifying a Worksheet

**Topic A:** Insert, Delete, and Adjust Cells, Columns, and Rows

**Topic B:** Search for and Replace Data

**Topic C:** Use Proofing and Research Tools

### Lesson 4: Formatting a Worksheet

**Topic A:** Apply Text Formats

**Topic B:** Apply Number Formats

**Topic C:** Align Cell Contents

**Topic D:** Apply Styles and Themes

**Topic E:** Apply Basic Conditional Formatting

**Topic F:** Create and Use Templates

### Lesson 5: Printing Workbooks

**Topic A:** Preview and Print a Workbook

**Topic B:** Set Up the Page Layout

**Topic C:** Configure Headers and Footers

### Lesson 6: Managing Workbooks

**Topic A:** Manage Worksheets

**Topic B:** Manage Workbook and Worksheet Views

**Topic C:** Manage Workbook Properties