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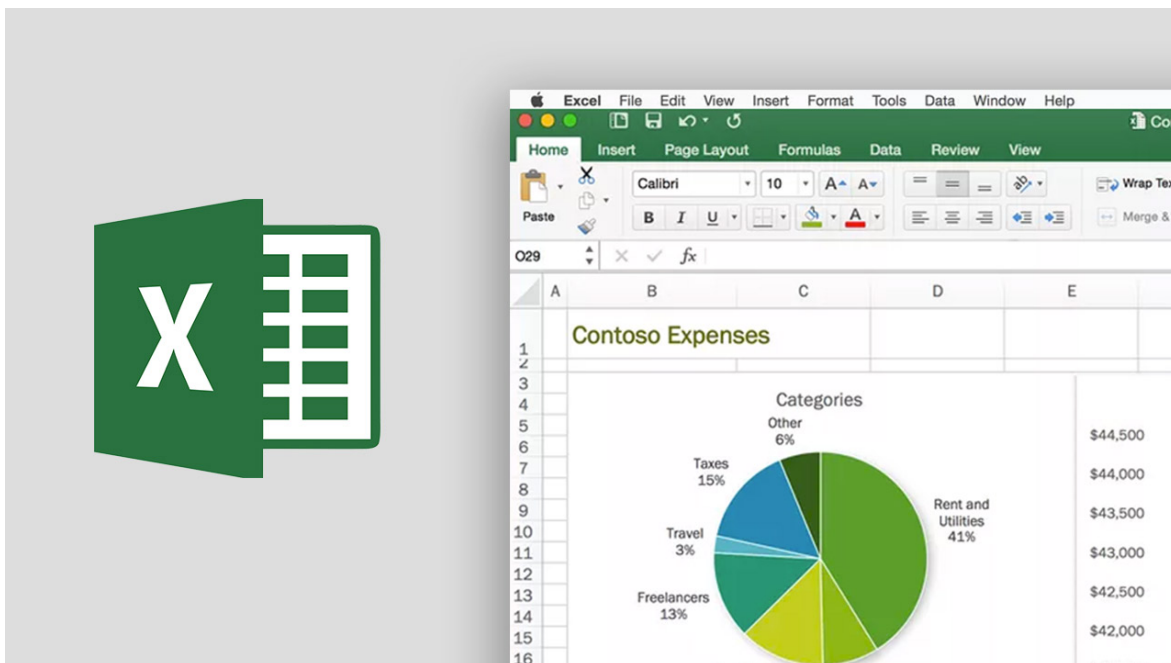
Learning Style: On Demand

Provider: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

## Excel 2016 Beginner



### About this Course:

This beginner-level course is designed for professionals who are willing to gain first-hand knowledge of Microsoft Excel 2016. This course helps professionals build familiarity with key features and functions of Excel 2016. Professionals get to learn basic functions such as Spreadsheet Creation, Tables & Graphs Insertion, and other fundamental functions. This course covers the key concepts of Excel 2016 such as Ribbon and Quick Access Toolbar, Interface, Backstage View, Shortcuts, and many more.

Professionals will also get to learn the fundamental functions of Excel 2016 including Worksheet Designs & Themes, Freezing Panes Option, Customized

Viewing, and Worksheets Grouping. Professionals having the surface knowledge of the Microsoft Excel 2013 fundamentals can greatly benefit from this course and will get to know about the upgrades and new features in the 2016 version.

## **Course Objectives:**

The core objective of this course is to help professionals develop a better understanding and sound knowledge of the following key concepts:

- Knowhow of Ribbon and Quick Access Toolbar
- Microsoft Excel Backstage View, Interface, and Share Pane
- Excel Smart Lookup Feature and Navigations
- Microsoft Excel Shortcut Keys & Data Insertion
- Number Formatting and Deletion in Excel 2016
- Microsoft Excel 2016 AutoSum and Cell Styling
- Worksheet Designs and Themes
- Microsoft Excel Templates
- Grouping of Worksheets in Excel
- Customized Viewing Options
- Freezing Panes Option in Microsoft Excel

## **Audience:**

- Microsoft Excel Beginners and Entry-Level Professionals
- Professionals striving to learn the new features and functionalities of Excel 2016
- Candidates willing to learn Excel from a Business Analysis & Productivity Standpoint

## **Prerequisites:**

There are no prerequisites for the Excel 2016 Intermediate Course. However, it is highly encouraged for professionals to keep in mind the following recommendations:

- Fundamental Knowledge of Working with Microsoft Excel 2013
- Excel 2013 Beginner Course is Recommended before registering in this course

## **Course Outline:**

### **Introduction and Basic Functions and Formulas**

- Start Screen and Templates
- Ribbon and QA Toolbar - Part 1
- Ribbon and QA Toolbar - Part 2
- Backstage View
- Interface
- Share Pane

- Tell Me
- Smart Lookup
- Navigating
- Keyboard Shortcuts
- Entering Text
- Formatting Numbers
- Deleting and Formatting
- AutoSum - Part 1
- AutoSum - Part 2
- Simple Formulas
- Simple Functions
- Absolute Referencing

## Developing and Modifying a Workbook

- Inserting Rows
- Inserting Columns
- Moving and Copying Data
- Autofill
- Cell Styles
- Worksheet Themes
- Excel Templates
- Grouping Worksheets
- Freeze Panes
- Custom Views
- Spell Check
- Printing

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