

Ref : EB31-405

Excel 2016

Mastering the essentials

Aim

Discover Excel, master data entry and formula, determine the format and layout of your tables and charts. You will learn how to manage long tables by filtering and sorting and you will be able to synthesize data using pivot tables.

Target audience	Level required	Estimated time to complete the essential modules
Any beginners or users with basic knowledge who wish to master Excel's essential commands.	No knowledge of Excel is necessary. The user just needs to be acquainted with using the keyboard and mouse.	09h

Course content

► The essential modules

Excel 2016 – Level 1: Essential skills



MEDIAplus
eLearning

This module offers interactive training consisting of 45 training videos, 45 exercises and 6 additional resources.

Get started in Excel

- You need to know: About your spreadsheet application
- Opening a workbook
- Overview of the environment
- Moving around a workbook
- You need to know: Text made easy
- Entering data
- You need to know: Selecting, copying, moving
- Selecting and deleting cells
- Undoing and redoing an action
- Column width/row height
- You need to know: Saving files
- Saving a workbook
- Modifying the contents of a cell
- Creating a new workbook

Set out your first Excel calculations

- Entering a calculation formula
- Calculating a sum and other basic functions
- Calculating a percentage
- Reproducing data in adjacent cells

Look good with easy formatting

- Simple numerical formats
- Applying a theme
- You need to know: Formatting characters
- Formatting characters
- Character font and size
- Aligning cell content
- Cell colour
- Cell borders

Print an attractive document

- Page layout
- Print preview and printing
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers

Increase your efficiency

- Using Microsoft Excel Help
- Checking spelling
- Find and replace
- Zoom
- Inserting/deleting rows, columns and cells
- Moving cells
- Copying to non-adjacent cells
- Copying cell format quickly
- Merging cells
- Orientation of cell content
- Cell styles
- Sorting data

Multiple worksheets and various views

- Sheet name, tab colour
- Inserting and deleting sheets, sheet background
- Moving, copying, hiding sheets
- Splitting the window, freezing a column/row
- Repeating rows/columns on printed pages
- Hiding elements of a sheet
- Summarising data with an outline

Excel 2016 – Level 2: Intermediate skills



MEDIAplus
eLearning

This module offers interactive training consisting of 53 training videos, 53 exercises and 5 additional resources.

Move on to more complex tables

- Displaying several lines of data in one cell
- Absolute reference in a formula
- Copying values, copying with a link, transposing
- You need to know: Calculating with functions
- Control date, date formats
- Simple conditions
- Custom formats
- Applying a conditional format
- Managing conditional formats
- Naming a range of cells
- Validation rules
- Multiple cell ranges and calculations in functions



Let charts explain your data

- You need to know: Charts
- Creating and positioning a chart
- Managing a chart
- Selecting items in a chart
- Adding and removing items
- Formatting chart items
- Modifying a chart's text items
- Legend and plot area
- Printing and page layout of a chart

Create striking charts

- Modifying data labels
- Data series and chart axes
- Managing series
- Chart type options
- Managing chart templates
- Creating a sparkline
- Managing sparklines

Illustrate your data

- Creating a drawing object
- Selecting and deleting objects
- Copying and moving objects
- Resizing a drawing object
- Modifying a text box
- Modifying a drawing
- Formatting drawing objects
- Inserting a picture
- Managing pictures
- Rotating and aligning objects
- Stacking and grouping objects

Database functionality with an Excel table

- Subtotal rows
- Creating and managing a table
- Presenting and sorting data in a table
- Automatic calculations in a table
- Automatic filtering
- Custom filters
- Blank cells and duplicates
- You need to know: Advanced filtering with a criteria range
- Criteria ranges
- Copying rows filtered using a criteria range
- Statistics with a criteria range
- You need to know: Flash Fill

See your data from a different angle: pivot tables and charts

- You need to know: Pivot tables and pivot charts
- Creating a pivot table
- Modifying a pivot table
- Selecting, copying, moving or deleting in a pivot table
- Defining the layout and the presentation of a pivot table
- Filtering and searching for data in a pivot table
- Pivot charts



► Complementary material

Excel 2016 – Reference book



Online book

This module includes digital course material.

Excel 2016 – Level 3: Advanced skills



MEDIAplus
eLearning

This module offers interactive training consisting of 42 training videos, 42 exercises and 7 additional resources.