Microsoft Excel - Level 1 (2016, 2019) | 1 DAY

Learn to create and manage Excel worksheets, organize columns and cells, calculate values with basic formulas, and change the setup for viewing and printing.

DESCRIPTION

Upon completion of the course, participants will be able to accomplish the following:

- 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.

COURSE CONTENT

Getting Started with Excel 2016

- Understanding Spreadsheet Concepts, Getting Started, Creating and Saving Workbooks, Opening and Closing Workbooks

Modifying Worksheets

- Working with Columns and Rows, Working with Cell Contents

Using Formulas and Functions

- 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

Who Should Attend?

This course is intended for new Microsoft Excel 2016 users.

Course Materials

Course materials will be provided to each learner. Required Software: MS Excel 2016 or MS Excel 2019 required (not included with course materials). MS Excel 2013 or earlier not supported. This course does not support Mac computers.

HOW TO REGISTER

✔ Call (613) 727-7729

✔ Email: training@algonquincollege.com

✔ Register online: www.algonquincollege.com/corporate

GROUP SESSIONS ARE AVAILABLE AT OUR TRAINING CENTRE OR AT YOUR LOCATION.

Algonquin College Corporate Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.