

Microsoft Excel Level 1- 2016

EXCEL 2016 LESSON 1: TRACKING CUSTOMER DATA

Introducing Excel

- What Is a Worksheet?
- Cell Ranges

Entering and Editing Data

- Completing Cell Entries
- Navigating Around a Worksheet
- Data Consistency in a Database

Adjust Column Width and Row Height

Formatting Cells

- Borders and Fill
- Cell Alignment
- Clear Formatting and Clear All

Working with Numbers and Dates

- Negative Numbers
- Date Entries

Enter a Series Using AutoFill

Perform Worksheet Calculations

- Mathematical Operators
- BEDMAS
- Cell References

Print a Worksheet

EXCEL 2016 LESSON 2: RECORDING DATA

Rearrange Data on a Worksheet

- Insert and Delete Rows, Columns, and Cells
- Hide and Unhide Rows and Columns
- Sort Data by Column

Managing Multiple Worksheets

- Insert and Delete Worksheets
- Rename Worksheets
- Move a Worksheet
- Change the Worksheet Tab Color
- Hide a Worksheet

Create a Cell Reference to Another Worksheet

- Create a Copy of a Worksheet
- Edit Multiple Sheets at One Time

Using Functions in Formulas

- Use the AutoSum Feature
- Sum, Average, Count, Max, and Min
- Use Insert Function

Understanding Relative and Absolute Cell References

- Absolute Cell References
- Mixed Cell References
- Display and Print Formulas

EXCEL 2016 LESSON 3: DATA VISUALIZATION AND IMAGES

Create Charts to Compare Data

- Choosing a Chart Type
- Selecting Chart Data
- Chart Elements

Working with Chart Tools

- Chart Design Tools
- Chart Format Tools

Move and Size Charts

Edit Chart Data

EXCEL 2016 LESSON 4: ORGANIZING LARGE AMOUNTS OF DATA

Starting with a Template

Importing and Exporting Data

Adjust View Options for Large Worksheets

- Freeze Panes
- Change the Workbook View

Sort and Filter to Organize Data

- Sort Data
- Filter Data

Perform Advanced Calculations

The IF Function

Controlling Data Entry with Data Validation

Printing Options for Large Worksheets

- Add a Header or Footer

