

Excel 2016 - Introduction and Basics

The Excel 2016 - Introduction and Basics course covers topics included in the Microsoft Office Specialist (MOS) exam. You will learn about Excel, how to open workbooks, navigate directly to cells and between worksheets. You will also create new workbooks, use viewing tools and modify Excel options.

The estimated time to complete this course is 2 hours and 12 minutes.

Introducing Excel 2016

Screen Components

- Starting Excel
- Excel Screen
- Backstage View
- Ribbons
- Ribbon Display Options
- Dialog Box Launchers
- Quick Access Toolbar
- Context Sensitive Tools
- Worksheets
- Formula Bar
- Sheet Tabs
- Status Bar
- Taskbar
- Mouse Cursor Shapes

Navigating Workbooks

- Using Scroll Bars
- Keyboard Shortcuts
- Go To Command
- Name Box
- Sheet Tabs
- Tab Scrolling Buttons

Viewing Tools and Excel Options

- Using Zoom
- Splitting Windows
- Freezing Panes
- Unfreezing Panes
- Excel Options
- General Options
- Formula Options
- Proofing Options
- Save Options
- Advanced Options

Creating, Opening and Saving

Creating Workbooks


- Creating New Workbooks
- Entering Data
- Entering Labels
- Entering Large Labels
- Entering Dates
- Entering Values
- Entering Group Data
- Replacing Cell Content
- Adding Cell Content
- Removing Cell Content

If you require any further information please contact NYES:

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Opening, Saving and Closing


- Opening Workbooks
- Opening Recent Workbooks
- Opening Workbooks with Search
- Moving Between Workbooks
- Saving New Workbooks
- Using Save As
- Conversion Tips
- Saving Existing Workbooks
- Closing Workbooks
- Quitting Excel

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