

## Excel 2016 - Cells and Worksheets

The Excel 2016 - Cells and Worksheets course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will learn cell selection techniques, how to move and copy data, add and remove cells. You will also search and sort data, format cells and work with multiple worksheets.

The estimated time to complete this course is 2 hours and 16 minutes.

### Worksheet Cells

#### Cell Selection Techniques

- Selecting Cells and Ranges
- Selecting Columns
- Selecting Rows
- De-Selecting Cells
- Selecting Data Ranges
- Selecting the Entire Worksheet

#### Moving and Copying Data

- Moving Data in Worksheets
- Moving Data Between Worksheets
- Moving Data Between Workbooks
- Copying Data in Worksheets
- Paste Options Smart Tag
- Copying Between Worksheets
- Copying Between Workbooks
- Clipboard Task Pane

#### Adding and Removing Cells

- Inserting Columns
- Inserting Rows
- Deleting Rows
- Deleting Columns
- Inserting Cells
- Deleting Cells
- Adjusting Column Width
- Changing Row Height
- Automatic Width for Numbers
- Using Undo
- Using Redo
- Deleting Cell Content

#### Searching and Sorting Data


- Searching for Data
- Search Options
- Replacing Data in Worksheets
- Sorting Data in Worksheets

If you require any further information please contact NYES:

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## Formatting and Multiple Worksheets

### Cell Formatting

- Formatting Cells
- Formatting Numeric Data
- Changing Fonts
- Changing Font Size
- Applying Font Colours
- Aligning Data in Cells
- Border Options
- Applying Text Attributes
- Adding Background Colour
- Format Painter
- Changing Date Formatting
- Clearing Data and Formatting

### Using Multiple Worksheets


- Multiple Worksheets
- Deleting Worksheets
- Inserting Worksheets
- Moving and Copying Worksheets
- Renaming Worksheet Tabs
- Applying Colours to Tabs

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