

## Excel 2016 - Views and Layout

The Excel 2016 - Views and Layout course covers topics included in the Microsoft Office Specialist (MOS) exam. You will learn how to use Excel views, and import and export files. You will also insert hyperlinks, add workbook properties, add headers, use Page Setup and the Print Place.

The estimated time to complete this course is 3 hours and 0 minutes.

### Working With Views

#### Excel Views

- Normal View
- Hiding the Ribbon
- Full Screen View
- Page Layout View
- Rulers
- Setting Margins
- Resizing Rows and Columns
- Adding Headers and Footers
- Hiding White Space
- Scaling Options
- Print Preview
- Page Break Preview
- Changing Orientation
- Moving Page Breaks
- Inserting Page Breaks
- Removing Page Breaks

#### Custom Views

- Defining Custom Views
- Adding Custom Views
- Hiding Rows for Custom View
- Setting Print Areas
- Adding More Custom Views
- Applying Custom Views

### Forms, Import and Export Files

#### Importing, Forms and Exporting

- Importing Text Files
- Text Import Wizard
- Importing using Drag and Drop
- Databases
- Fields and Records
- Using Forms
- Form Navigation
- Deleting Form Records
- Adding New Records
- Searching Form Records
- Using Multiple Criteria
- Exporting Files

### Hyperlinks and Workbook Properties

#### Working with Hyperlinks


- Using Hyperlinks
- Creating Hyperlinks
- Activating Hyperlinks
- Editing Hyperlinks
- Creating Web Hyperlinks
- Selecting Hyperlinked Cells
- Modifying Text Hyperlinks
- Applying New Styles
- Removing Hyperlinks

**If you require any further information please contact NYES:**

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## Workbook Properties

- Viewing Workbook Properties
- Viewing Advanced Properties
- Editing Workbook Properties
- Adding Custom Properties
- Searching Using Properties

## Headers, Page Setup and Print Place

### Headers, Previewing and Page Setup

- Using Page Setup
- Adding Headers and Footers
- Custom Headers and Footers
- Sheet Options
- Print Options
- Previewing Worksheets
- Previewing Multiple Worksheets
- Page Options in Page Setup
- Changing Page Margins
- Centring Worksheets on the Page

## Print Place


- Printing Worksheets
- Print Settings
- Printing Charts
- Selecting Printers
- Printer Properties

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