

Microsoft®

Excel 2016

Core Certification Guide

Courseware 3263-2 Exam 77-727 ISBN 978-1-55332-473-7

Course Description

Microsoft Excel 2016 Core teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Excel 2016 Exam #77-727. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Suggested Course Length: 20-30 Hours

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

About This Courseware

Course Description
 Course Design
 Course Objectives
 Conventions and Graphics

Lesson 1: Introducing Excel

Lesson Objectives
 What is Excel?
 Starting Excel
 Looking at the Screen
 Understanding Basic Terminology
 Mouse Symbols
 Using the Quick Access Toolbar
 Using the Ribbon
 Identifying Screen Symbols
 Entering Data in a Worksheet
 Types of Data
 Entering Text
 Entering Numbers
 Entering Dates and Times
 Moving Around the Worksheet
 Working with Workbooks
 Saving Workbooks
 Creating a New Workbook
 Switching Between Workbooks
 Opening a Workbook
 Closing a Workbook
 Working with the Compatibility Mode
 Selecting Cells
 Lesson Summary
 Review Questions

Lesson 2: Constructing Cell Data

Lesson Objectives
 Editing Cells and Undoing Changes
 Copying and Moving Data
 Cutting, Copying and Pasting Data
 Using Paste Special
 Copying and Moving Cells Using the Mouse
 Inserting and Deleting Rows and Columns
 Inserting Rows and Columns
 Deleting Rows and Columns
 Inserting and Deleting Cells
 Adjusting the Columns and Rows
 Changing the Column Widths
 Adjusting the Row Height
 Using AutoFit
 Hiding/Unhiding Rows & Columns
 Using AutoFill and Flash Fill
 Managing Worksheets
 Renaming Worksheets
 Inserting or Deleting Worksheets
 Moving or Copying Worksheets
 Hiding/Unhiding Worksheets

Adding Color to Worksheet Tabs
 Lesson Summary
 Review Questions

Lesson 3: Using Formulas

Lesson Objectives
 Using Formulas
 Creating and Editing Formulas
 Cell References
 Mathematical Operators
 What-If Analysis
 Referencing Other Worksheets
 Using Math and Statistical Functions
 Using the SUM Function
 Using Statistical Functions
 Using the Subtotal Function
 Using the IF Function
 Using Conditional Summary Functions
 Using Text Functions
 Using Absolute and Relative Cell References
 Using Absolute Cell References
 Using Mixed Absolute and Relative Cell References
 Displaying Formulas
 Lesson Summary
 Review Questions

Lesson 4: Formatting the Worksheet

Lesson Objectives
 Formatting a Cell
 Formatting Numbers and Decimal Digits
 Changing Cell Alignment
 Cell Alignment and Indenting
 Wrapping Text
 Merging Cells
 Changing Fonts and Sizes
 Applying Cell Borders
 Using Colors and Patterns
 Using the Format Painter
 Clearing Cell Contents and Formatting
 Themes
 Using Themes
 Modifying Themes
 Using Cell Styles
 Conditional Formatting
 Using the Ribbon
 Using the Rules Manager
 Lesson Summary
 Review Questions

Lesson 5: Viewing and Printing Workbooks

Lesson Objectives

Changing Worksheet Views
 Creating and Arranging Worksheet Windows
 Splitting Panes
 Freezing Panes
 Changing the Zoom
 Printing and Previewing the Workbook
 Changing the Workbook Views
 Customizing the Page Layout
 Setting Page Breaks
 Page Formatting
 Adding a Header or Footer
 Printing Titles and Ranges of Cells
 Printing Selected Worksheets
 Lesson Summary
 Review Questions

Lesson 6: Working with Charts and Graphics

Lesson Objectives
 Creating a Basic Chart
 Moving and Resizing Charts
 Changing Chart Types
 Working with Pie Charts
 Modifying the Chart Design and Location
 Adding New Data
 Using Sparklines
 Printing Charts
 Using the Quick Analysis Tool
 Drawing Shapes
 Moving and Resizing Shapes
 Formatting Shapes
 Inserting Pictures
 Using the Image Editor
 Modifying Graphics Objects
 Using the Format Shape Pane
 Resizing, Reshaping, and Scaling Graphics Objects
 Rotating Graphics Objects
 Lesson Summary
 Review Questions

Lesson 7: Organizing Data

Lesson Objectives
 Working with Named Ranges
 Creating Named Ranges
 Modifying and Deleting Named Ranges
 Go To a Cell or Named Range
 Using Tables
 Creating a Table
 Modifying Table Data
 Formatting Table Data
 Converting a Table to a Cell Range

Sorting Data

- Sorting by Single-Level Data

- Sorting by Multi-Level Data

Filtering Information

- Removing Duplicate Rows

Outlining

- Using Automatic Subtotals

- Manually Grouping and

- Ungrouping Data

Lesson Summary

Review Questions

Lesson 8: Using Data Tools

Lesson Objectives

Customizing Excel

- Customizing the Quick Access

- Toolbar

Finding and Replacing Data

- Finding Data

- Replacing Data

Using Hyperlinks

- Inserting Hyperlinks

- Modifying and Deleting Hyperlinks

Importing and Exporting Data

- Importing Data Files from External

- Text Files

- Importing Data from External CSV

- Files

- Exporting Excel Data as CSV

Accessing Workbook Properties

Using the Document Inspector

Using the Accessibility Checker Tool

Lesson Summary

Review Questions

Appendices

Appendix A: Courseware Mapping

Appendix B: Glossary of Terms

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