peak services

Peak Services delivers deep expertise in the local government sector.
We understand the business of councils. Challenge us.

EXCEL 2016 INTRODUCTION – 1 DAY COURSE

AUDIENCE

The new spreadsheet user and will give a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel 2016. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

SHORT COURSE TOPICS

- Navigate your way around Microsoft Excel 2016
- Create and work with a new workbook
- Open and navigate within workbooks and worksheets
- Make changes to data in a workbook
- Understand and work with ranges in a worksheet
- Copy and paste data in Excel
- Use the fill operations available to fill a data series
- Move the contents of cells and ranges within and between workbooks

LEARNING OUTCOMES

Gain the skills and knowledge in using Microsoft Excel in order to produce reports and have the ability to organise, analyse and transform data.

COURSE DETAILS

Delivery	This course is delivered as a face-to-face instructor led training sessions. Our courses can be customised to suit your particular requirements.
Duration and Location	Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.
Fees and Inclusions	Please contact Peak Services for course fees or a proposal for on-site/in-house training.

PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS

REGISTER NOW
07 3000 2148
FIND OUT MORE
training@wearepeak.com.au
wearepeak.com.au

COURSE ELEMENTS

GETTING TO KNOW EXCEL
- Starting Excel From the Desktop
- Understanding the Excel Start Screen
- The Excel Workbook Screen
- How Excel 2016 Works
- Using the Ribbon
- Showing and Collapsing the Ribbon

FILLING DATA
- Understanding Filling
- Filling a Series
- Filling a Growth Series
- Extracting With Flash Fill

MOVING DATA
- Understanding Moving in Excel
- Moving Cells and Ranges

NUMBER FORMATTING
- Understanding Number Formatting
- Applying General Formatting
- Formatting for Money
- Formatting Percentages
- Formatting as Fractions
- Formatting as Dates
- Using the Thousands Separator

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COURSE ELEMENTS

GETTING TO KNOW EXCEL CON.
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Exiting Safely From Excel 2016

CREATING A NEW WORKBOOK
- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas
- Easy Formulas
- Saving a New Workbook on Your Computer
- Checking the Spelling
- Making Basic Changes
- Safely Closing a Workbook

WORKING WITH WORKBOOKS
- Opening an Existing Workbook
- Navigating a Workbook
- Navigating Using the Keyboard
- Using Go To
- Recent Files and Folders

EDITING IN A WORKBOOK
- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Using Undo and Redo

SELECTING RANGES
- Understanding Cells and Ranges
- Selecting Contiguous Ranges
- Selecting Non Contiguous Ranges
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns

FORMULAS AND FUNCTIONS
- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply and Divide
- Understanding Functions
- Using the SUM Function to Add
- Summing Non-Contiguous Ranges
- Calculating an Average
- Finding a Maximum Value
- Finding a Minimum Value
- Creating More Complex Formulas
- What if Formulas
- Common Error Messages

FORMULA REFERENCING
- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

FONT FORMATTING
- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing and Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using the Format Painter

CELL ALIGNMENT
- Understanding Cell Alignment
- Horizontal Cell Alignment
- Vertical Cell Alignment
- Indenting Cells

GETTING HELP
- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Printing a Help Topic

NUMBER FORMTATTING CON.
- Increasing and Decreasing Decimals

ROW AND COLUMN FORMATTING
- Approximating Column Widths
- Setting Precise Columns Widths
- Setting the Default Column Width
- Approximating Row Height
- Setting Precise Row Heights

WORKING WITH A WORKSHEET
- Understanding Worksheets
- Changing the Worksheet View
- Worksheet Zooming
- Viewing the Formula Bar
- Viewing Worksheet Gridlines
- Inserting Cells Into a Worksheet
- Deleting Cells From a Worksheet
- Inserting Columns Into a Worksheet
- Inserting Rows Into a Worksheet
- Deleting Rows and Columns
- Working With Multiple worksheets

SORTING DATA
- Understanding Lists
- Performing an Alphabetical Sort
- Performing a Numerical Sort
- Sorting on More Than One Column

FILTERING DATA
- Understanding Filtering
- Applying and Using a Filter
- Clearing a Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

PRINTING
- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Range
- Printing an Entire Workbook
- Specifying the Number of Copies
- The Print Options

CREATING CHARTS
- Understanding the Charting Process
- Choosing the Right Chart

COURSE ELEMENTS

COPYING DATA
- Understanding Copying in Excel
- Using Fill for Quick Copying
- Copying From One Cell to Another
- Copying From One Cell to a Range
- Copying From One Range to Another

GETTING HELP CON.
- Other Sources of Assistance

A GUIDE TO BRILLIANT SPREADSHEETS
- Good Planning Is Essential
- Organisation and Design
- Writing Effective Formulas
- Documented and Easy to Use

CREATING CHARTS CON.
- Using a Recommended Chart
- Creating a New Chart From Scratch
- Working With an Embedded Chart
- Resizing a Chart
- Repositioning a Chart
- Printing an Embedded Chart
- Creating a Chart Sheet
- Changing the Chart Type
- Changing the Chart Layout
- Changing the Chart Style
- Printing a Chart Sheet
- Embedding a Chart