

Microsoft® Office

Excel 2016

Level 1

Table of Contents

TABLE OF CONTENTS.....	1
LESSON 1: INTRODUCING MICROSOFT EXCEL.....	3
WHAT IS AN ELECTRONIC SPREADSHEET?.....	3
WHAT IS EXCEL?.....	3
LOOKING AT THE SCREEN.....	3
UNDERSTANDING BASIC TERMINOLOGY.....	8
SCREENTIPS	9
MOUSE SYMBOLS	9
USING THE QUICK ACCESS TOOLBAR.....	10
USING THE RIBBON	12
COMMANDS	13
USING THE KEYBOARD.....	14
LESSON 2: ENTERING DATA IN A WORKSHEET	15
TYPES OF DATA.....	15
ENTERING TEXT	15
FORMULA BAR	16
TEXT AND CELL WIDTH.....	16
ENTERING NUMBERS	17
ENTERING DATES AND TIMES	17
MOVING AROUND THE WORKSHEET.....	18
SAVING WORKBOOKS	19
SAVE AS AN ALTERNATIVE FILE FORMAT	21
CREATING A NEW WORKBOOK	22
OPENING A WORKBOOK.....	23
CLOSING A WORKBOOK.....	24

LESSON 3: SELECTING & EDITING ROWS, COLUMNS & CELLS	27
SELECTING CELLS.....	27
EDITING CELLS AND UNDOING CHANGES	29
CUTTING, COPYING AND PASTING DATA.....	30
COPYING AND MOVING CELLS USING THE MOUSE.....	31
INSERTING ROWS AND COLUMNS.....	32
DELETING ROWS AND COLUMNS.....	33
INSERTING AND DELETING CELLS	34
CHANGING THE COLUMN WIDTHS.....	34
ADJUSTING THE ROW HEIGHT.....	35
USING AUTOFILL.....	36
LESSON 4: MANAGING WORKSHEETS	38
RENAMING WORKSHEETS.....	38
INSERTING OR DELETING WORKSHEETS	39
<i>Default Settings</i>	39
<i>Viewing Sheets</i>	40
<i>Inserting Sheets</i>	40
MOVING OR COPYING WORKSHEETS	41
ADDING COLOUR TO THE WORKSHEET TABS.....	43
LESSON 5: FORMULAS.....	44
MATHEMATICAL OPERATORS	44
BASIC FORMULAS.....	44
USING THE NAME BOX.....	47
USING THE GO TO... FEATURE	48
LESSON 6: FORMATTING CELLS	49
FORMATTING NUMBERS AND DECIMAL DIGITS	49
CHANGING CELL ALIGNMENT	50
CHANGING FONTS AND SIZES	53
APPLYING CELL BORDERS.....	54
HIGHLIGHTING CELLS	55
LESSON 7: VIEWING & PRINTING THE WORKBOOK.....	56
CHANGING WORKSHEET VIEWS	56
CHANGING THE ZOOM	56
PRINTING AND PREVIEWING THE WORKBOOK.....	57