



*Are you a pencil pusher trapped in a computer?  
We can help?*

**M J H COMPUTER TRAINING**

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# Microsoft® Office Excel® 2016: Part 1

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**Course Number:** 091055

**Course Length:** 1 day

## Course Content

### **Lesson 1: Getting Started**

**Topic A:** Navigate the Excel User Interface

**Topic B:** Use Excel Commands

**Topic C:** Create and Save a Basic Workbook

**Topic D:** Enter Cell Data

**Topic E:** Use Excel Help

### **Lesson 2: Performing Calculations**

**Topic A:** Create Worksheet Formulas

**Topic B:** Insert Functions

**Topic C:** Reuse Formulas and Functions

### **Lesson 3: Modifying a Worksheet**

**Topic A:** Insert, Delete, and Adjust Cells, Columns, and Rows

**Topic B:** Search for and Replace Data

**Topic C:** Use Proofing and Research Tools

### **Lesson 4: Formatting a Worksheet**

**Topic A:** Apply Text Formats

**Topic B:** Apply Number Formats

**Topic C:** Align Cell Contents

**Topic D:** Apply Styles and Themes

**Topic E:** Apply Basic Conditional Formatting

**Topic F:** Create and Use Templates

### **Lesson 5: Printing Workbooks**

**Topic A:** Preview and Print a Workbook

**Topic B:** Set Up the Page Layout

**Topic C:** Configure Headers and Footers

### **Lesson 6: Managing Workbooks**

**Topic A:** Manage Worksheets

**Topic B:** Manage Workbook and Worksheet Views

**Topic C:** Manage Workbook Properties