



Excel 2016 Level 1 Training Syllabus

Introducing Excel
What Is a Worksheet?
Cell Ranges
Entering and Editing Data
Navigating Around a Worksheet
Adjust Column Width and Row Height
Formatting Cells, Borders and Fill, Cell Alignment
Working with Numbers and Dates
Enter a Series Using AutoFill
Perform Worksheet Calculations
BEDMAS
Cell References
Print a Worksheet
Rearrange Data on a Worksheet
Sort Data by Column
Managing Multiple Worksheets
Create a Cell Reference to Another Worksheet
Using Functions in Formulas
Sum, Average, Count, Max, and Min
Understanding Relative and Absolute Cell References
Display and Print Formulas
Define Names for Cells and Ranges
Use a Cell Name in a Formula
Reinforce Your Skills
Create Charts to Compare Data
Chart Elements
Working with Chart Tools
Edit Chart Data
Add Images to a Worksheet
Use Conditional Formatting
Organizing Large Amounts of Data
Starting with a Template
Importing and Exporting Data
Adjust View Options for Large Worksheets
Freeze Panes, Split a Window
Change the Workbook View
Sort and Filter to Organize Data
Perform Advanced Calculations
The IF Function
Controlling Data Entry with Data Validation
Printing Options for Large Worksheets
Add a Header or Footer
Create Tables