



# Meriting Youth Development

## UNLEASHING YOUR POTENTIAL



Meriting Youth Development Computer Training proudly presents

**Microsoft Excel – 5 DAYS – Beginners Course**



**Microsoft**

*Our Trainers are all Microsoft Certified – Cost R350*

## Bookings

email: [zipho@meriting.org.za](mailto:zipho@meriting.org.za) or telephone Zipho at 011 339-1596

### COURSE OVERVIEW AND OUTLINE

## MICROSOFT OFFICE EXCEL 2016 – BEGINNERS

Excel is Microsoft's powerful and easy-to-use spreadsheet program. This new version of Excel incorporates some new features and integration of features that were previously only available as separate add-ins.

This course is intended to help all novice computer users get up to speed with Excel quickly. We will cover different features of the interface, show users how to print, cover some simple scenarios, and cover the basics of formatting.

### Getting Started with Microsoft Excel 2016

In this lesson, students will learn how to identify the elements of the Excel interface, create a basic worksheet, and use the help system.

### Performing Calculations

This lesson covers how to create formulas in a worksheet, insert functions in a worksheet, and reuse formulas.

### Modifying a Worksheet

Next, students will learn how to manipulate data, as well as how to insert, manipulate, and delete cells, columns, and rows. Searching for and replacing data and how to spell check a worksheet are also discussed.

### Formatting a Worksheet

This lesson covers how to modify fonts, add borders and colours to cells, apply number formats, align cell contents, and apply cell styles.



## Printing Workbook Contents

In this lesson, students will learn how to define the basic page layout for a workbook, refine the page layout, and apply print options.

## Managing Large Workbooks

This lesson will teach students how to format worksheet tabs, manage worksheets, and manage the view of worksheets and workbooks.

## Lessons:

### Lesson 1: Getting Started with Microsoft Excel 2010

- Topic A: Identify the Elements of the Excel Interface
- Topic B: Create a Basic Worksheet
- Topic C: Use the Help System

### Lesson 2: Performing Calculations

- Topic A: Create Formulas in a Worksheet
- Topic B: Insert Functions in a Worksheet
- Topic C: Reuse Formulas

### Lesson 3: Modifying a Worksheet

- Topic A: Manipulate Data
- Topic B: Insert, Manipulate, and Delete Cells, Columns, and Rows
- Topic C: Search for and Replace Data
- Topic D: Spell Check a Worksheet

### Lesson 4: Formatting a Worksheet

- Topic A: Modify Fonts
- Topic B: Add Borders and Colour to Cells
- Topic C: Apply Number Formats
- Topic D: Align Cell Contents
- Topic E: Apply Cell Styles

### Lesson 5: Printing Workbook Contents

- Topic A: Define the Basic Page Layout for a Workbook
- Topic B: Refine the Page Layout and Apply Print Options

### Lesson 6: Managing Large Workbooks

- Topic A: Format Worksheet Tabs
- Topic B: Manage Worksheets
- Topic C: Manage the View of Worksheets and Workbooks

