

Microsoft Office Excel 2016 / 365: Part 1

Lesson 1: Getting Started with Microsoft Office Excel 2016

- A. Navigate the Excel User Interface
- B. Use Excel Commands
- C. Create and Save a Basic Workbook
- D. Enter Cell Data
- E. Use Excel Help

Lesson 2: Performing Calculations

- A. Create Worksheet Formulas
- B. Insert Functions
- C. Reuse Formulas and Functions

Lesson 3: Modifying a Worksheet

- A. Insert, Delete, and Adjust Cells, Columns, and Rows
- B. Search for and Replace Data
- C. Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

- A. Apply Text Formats
- B. Apply Number Formats
- C. Align Cell Contents
- D. Apply Styles and Themes
- E. Apply Basic Conditional Formatting
- F. Create and Use Templates

Lesson 5: Printing Workbooks

- A. Preview and Print a Workbook
- B. Set Up the Page Layout
- C. Configure Headers and Footers

Lesson 6: Managing Workbooks

- A. Manage Worksheets
- B. Manage Workbook and Worksheet Views
- C. Manage Workbook Properties