



## Beginner Excel: Course Outline

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
  
2. Performing Calculations
  - a. Create Worksheet Formulas
  - b. Insert Functions
  - c. Reuse Formulas and Functions
  
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
  
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
  
5. Printing Workbooks
  - a. Preview and Print a Workbook
  - b. Set Up the Page Layout
  - c. Configure Headers and Footers



Computer Training & Consulting, LLC  
2709 Killarney Way, Unit 5  
Tallahassee, Florida 32309  
(850) 656-8300 <http://www.ctcfi.com>

## 6. Managing Workbooks

- a. Manage Worksheets
- b. Manage Workbook and Worksheet Views
- c. Manage Workbook Properties