

Course Content

Lesson 1: Getting Started with Microsoft Office Excel 2016

- 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

Appendix A: Microsoft Office Excel 2016 Exam 77-727

Appendix B: Microsoft Office Excel 2016 Expert Exam 77-728

Appendix C: Microsoft Excel 2016 Common Keyboard Shortcuts

Appendix D: Adding Borders and Colors to Worksheets

Appendix E: Basic Excel Customization