

[AVWSQ-EXC16Basic]: WSQ ICDL® Microsoft Excel 2016 Basic

| | |
|-----------------|---|
| Length | : 2 Days |
| Audience(s) | : Mix from various companies, industries, and departments |
| Level | : Operations |
| Technology | : Microsoft Operating System and Microsoft Office 2016 |
| Delivery Method | : Instructor-led (Classroom) |

Course Overview

An introductory course preparing participants for basic spreadsheet features and functionality.

Audience Profile

Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4 and be able to operate a personal desktop computer.

At Course Completion

Participants will have the knowledge and application skills in using a spreadsheet application at basic level. The skills include understanding fundamental spreadsheet concepts, designing a spreadsheet and using basic functions within a spreadsheet.

Pre-Requisites

No pre-requisite is needed in this course.

Course Outline

Section 1: Getting Started

Lessons

- Exploring Features of a Spreadsheet Application
- Exploring Excel 2016 Interface
 - Using zoom tool
 - Worksheet views
 - Using the Ribbon
 - Customizing excel options
 - How to use Tell Me (Help Functions)
- Working with Workbooks

Section 2: Constructing Cell Data

Lessons

- Recognizing Good practices in creating lists
- Selecting cells in a worksheet

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

- Working with data in cells
- Copying and moving data
- Pasting Special
 - Using clipboard
 - Using Auto fill
 - Using Flash Fill
- Finding and replacing text

Section 3: Managing Worksheets

Lessons

- Working with Worksheets
 - Inserting and deleting sheets
 - Copying and moving sheets
 - Switching between opened workbooks and different worksheets
 - Renaming sheets
- Working with Rows and Columns
 - Selecting Rows and Columns
 - Inserting and deleting rows and columns
 - Changing change column width and row height
 - Freezing Panes

Section 4: Working with Formulas

Lessons

- Using Arithmetic Formulas
 - Recognizing Good Practices In Formulas
 - Using Mathematical Operators
 - Understanding cell references
 - Writing and editing a Formula
 - Copying Formulas
- Relative and Absolute Cell References
- Working with Formula Errors
- Using Functions
 - Using AutoSum
 - Using Common Functions
 - Displaying and Printing Formulas

Section 5: Formatting Cells

Lessons

- Cell Formatting
 - Font Formatting
 - Cell Borders and Fill Colours
- Alignment
 - Wrapping Text
 - Adjusting Cell Alignment
 - Changing Text Direction
 - Merging and Splitting Cells
- Formatting Number and Date

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

- Using Format Painter

Section 6: Working with Charts

Lessons

- Creating A Chart
 - Selecting Chart Types
 - Editing A Chart
 - Formatting Chart Elements
 - Adding and Editing a Chart Title
 - Removing A Chart Title

Section 7: Viewing and Printing Workbooks

Lessons

- Customizing The Page Layout
 - Managing Headers and Footers
- Checking and Amending Spelling in a Sheet
- Printing and Previewing
 - Printing Your Worksheet
 - Previewing Your Worksheet
 - Using Basic Print Options
 - Using Print Titles
 - Displaying and Printing Formulas

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com