



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Excel® 2016: Part 1

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist (MOS) Excel (Expert)
2016 — **Exam:** 77-727 OR **Expert Exam:** 77-728

Course Description

This course aims to provide attendees with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation. Excel can help persons organize, calculate, analyse, revise, update, and present their data in ways that will help the decision makers to steer the organization in the right direction.

Target Audience

This course is intended for:

- Persons who wish to gain a foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.

Prerequisites

To attend this course, candidates must have:

- Completed one of the following courses or have the equivalent knowledge and skills:
 - *Using Microsoft Windows 10*
 - *Microsoft Windows 10: Transition from Windows 7*



Exam Details

Exam Code:	• 77-727 & 77-728
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Gotten started with Microsoft Office Excel 2016
- Performed calculations
- Modified worksheets
- Formatted worksheets
- Printed workbooks
- Managed workbooks

Course Topics

Module 1: Getting Started with Microsoft Office Excel 2016

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

Module 2: Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions



Course Topics *Continued*

Module 3: Modifying a Worksheet

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

Module 4: Formatting a Worksheet

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

Module 5: Printing Workbooks

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

Module 6: Managing Workbooks

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

Appendix D: Adding Borders and Colours to Worksheets

Appendix E: Basic Excel Customization

ACTIVITIES INCLUDED