



# Microsoft Excel ® 2016 Introduction

This 1-day class takes place at:

## LEARNSOFT TECHNOLOGY TRAINING CENTER

Torrey Pines Bank Building, 4350 Executive Drive, Suite 100, San Diego 92121

**\$250 ABC Members \$350 Non-Members**

**Dates Available:** Feb. 4 / Feb. 19 / Mar. 3 / Mar. 18 / Apr. 2 / Apr. 15  
**Class Times:** 8:00 am – 3:30 pm

**Summary:** Students will learn the basics of creating, editing, and saving worksheets in the Excel Introduction class. They will work with formulas and functions to calculate and return values. Students will also learn how to change the appearance of a page, including adding headers and footers, format data and create charts.

## COURSE CONTENT

### 1: EXCEL ESSENTIALS

- Starting Excel
- What is a Worksheet?
- What is a Workbook?
- Identifying Parts of the Screen
- Identifying the Ribbon Components
- Getting Help
- Using Selection Techniques
- Selecting a Range of Cells
- Selecting Nonadjacent Cells and Ranges
- Selecting an Entire Worksheet
- Entering Data
- Entering Text Data into a Cell
- Entering Values
- Entering Data into a Range
- Quickly Adjusting a Column Width
- Finishing a Workbook
- Saving a Named Workbook
- Saving the Workbook in HTML Format
- Printing a Worksheet
- Closing a Workbook and Exiting from Excel

### 2: FORMATTING TEXT AND PRINTING A DOCUMENT

- Opening a Workbook
- Creating a New Workbook
- Opening a Recently Used Workbook
- Creating Simple Formulas

- Using Functions
- Using the AutoSum Button
- Using the Formula Palette
- Editing Data on the Worksheet
- Editing the Data in a Cell
- Editing a Formula
- Clearing the Contents from a Cell or Range
- Using Undo and Redo

### 3: MANAGING THE WORKSHEET

- Navigating in a Worksheet
- Using the Scroll Bars and Boxes
- Changing Worksheets
- Using Go To
- Changing the Worksheet Structure
- Deleting Cells, Rows, and Columns
- Performing a Simple Sort
- Creating and Using Named Ranges
- Automatically Naming Ranges
- Navigating with Named Ranges
- Using Range Names in Formulas
- Pasting a List of Named Ranges
- Deleting and Editing Range Names
- Creating Named Constants

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