

# Microsoft® Excel 2016

## Core Certification Guide

Courseware 3263   Exam 77-727   ISBN 978-1-55332-473-7

### Course Description

*Microsoft Excel 2016 Core* teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Excel 2016 Exam #77-727. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Suggested Course Length: 20-30 Hours

### Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

Courseware Description  
 Course Design  
 Course Objectives  
 Conventions and Graphics  
**Lesson 1: Introducing Excel**  
 Lesson Objectives  
 What is Excel?  
 Starting Excel  
 Looking at the Screen  
   Understanding Basic Terminology  
   Mouse Symbols  
   Using the Quick Access Toolbar  
   Using the Ribbon  
   Identifying Screen Symbols  
 Entering Data in a Worksheet  
   Types of Data  
   Entering Text  
   Entering Numbers  
   Entering Dates and Times  
   Moving Around the Worksheet  
 Working with Workbooks  
   Saving Workbooks  
   Creating a New Workbook  
   Switching Between Workbooks  
   Opening a Workbook  
   Closing a Workbook  
   Working with the Compatibility Mode  
 Selecting Cells  
 Lesson Summary  
 Review Questions  
**Lesson 2: Constructing Cell Data**  
 Lesson Objectives  
 Editing Cells and Undoing Changes  
 Copying and Moving Data  
   Cutting, Copying and Pasting Data  
   Using Paste Special  
   Copying and Moving Cells Using the Mouse  
 Inserting and Deleting Rows and Columns  
   Inserting Rows and Columns  
   Deleting Rows and Columns  
   Inserting and Deleting Cells  
 Adjusting the Columns and Rows  
   Changing the Column Widths  
   Adjusting the Row Height  
   Using AutoFit  
   Hiding/Unhiding Rows & Columns  
 Using AutoFill and Flash Fill  
 Managing Worksheets  
   Renaming Worksheets  
   Inserting or Deleting Worksheets  
   Moving or Copying Worksheets

Hiding/Unhiding Worksheets  
 Adding Color to the Worksheet  
 Tabs  
 Lesson Summary  
 Review Questions  
**Lesson 3: Using Formulas**  
 Lesson Objectives  
 Using Formulas  
   Creating and Editing Formulas  
   Cell References  
   Mathematical Operators  
   What If Analysis  
   Referencing Other Worksheets  
 Using Math and Statistical Functions  
   Using the SUM Function  
   Using Statistical Functions  
   Using the Subtotal Function  
   Using the IF Function  
   Using Conditional Summary Functions  
 Using Text Functions  
 Using Absolute and Relative Cell References  
   Using Absolute Cell References  
   Using Mixed Absolute and Relative Cell References  
 Displaying Formulas  
 Lesson Summary  
 Review Questions  
**Lesson 4: Formatting the Worksheet**  
 Lesson Objectives  
 Formatting a Cell  
   Formatting Numbers and Decimal Digits  
 Changing Cell Alignment  
   Cell Alignment and Indenting  
   Wrapping Text  
   Merging Cells  
   Changing Fonts and Sizes  
   Applying Cell Borders  
   Using Colors and Patterns  
   Using the Format Painter  
 Clearing Cell Contents and Formatting  
 Themes  
   Using Themes  
   Modifying Themes  
 Using Cell Styles  
 Conditional Formatting  
   Using the Ribbon  
   Using the Rules Manager  
 Lesson Summary  
 Review Questions

**Lesson 5: Viewing and Printing Workbooks**  
 Lesson Objectives  
 Changing Worksheet Views  
   Creating and Arranging Worksheet Windows  
   Splitting Panes  
   Freezing Panes  
   Changing the Zoom  
 Printing and Previewing the Workbook  
   Changing the Workbook Views  
 Customizing the Page Layout  
   Setting Page Breaks  
   Page Formatting  
   Adding a Header or Footer  
   Printing Titles or Range of Cells  
   Printing Selected Worksheets  
 Lesson Summary  
 Review Questions  
**Lesson 6: Working with Charts and Graphics**  
 Lesson Objectives  
 Creating a Basic Chart  
 Moving and Resizing Charts  
 Changing Chart Types  
 Working with Pie Charts  
 Modifying the Chart Design and Location  
   Adding New Data  
 Using Sparklines  
 Printing Charts  
 Using Quick Analysis Tool  
 Drawing Shapes  
   Moving and Resizing Shapes  
   Formatting Shapes  
   Inserting Pictures  
   Using the Image Editor  
 Modifying Graphics Objects  
   Using the Format Shape Pane  
   Resizing, Reshaping, and Scaling Objects  
   Rotating Objects  
 Lesson Summary  
 Review Questions  
**Lesson 7: Organizing Data**  
 Lesson Objectives  
 Working with Named Ranges  
   Creating Named Ranges  
   Modifying and Deleting Named Ranges  
 Go To a Cell or Named Range

Using Tables		
Creating a Table		
Modifying Table Data		
Formatting Table Data		
Converting a Table to a Cell Range		
Sorting Data		
Sorting by Single-Level Data		
Sorting by Multi-Level Data		
Filtering Information		
Removing Duplicate Rows		
Outlining		
Using Automatic Subtotals		
Manually Grouping and Ungrouping Data		
Lesson Summary		
Review Questions		
<b>Lesson 8: Macros, Importing and Exporting Data</b>		
Lesson Objectives		
Customizing Excel		
Customizing the Quick Access Toolbar		
Finding and Replacing Data		
Finding Data		
Replacing Data		
Using Hyperlinks		
Inserting Hyperlinks		
Modifying and Deleting Hyperlinks		
Lesson Summary		
Review Questions		
<b>Appendices</b>		
Appendix A: Courseware Mapping		
Appendix B: Glossary of Terms		
Appendix C: Index		