

## **Introduction to Microsoft Excel 2016**

Need fundamental skills in mastering Excel?

Do you know, you can save a lot of time and effort when you master Excel?

### **Introduction**

This course is often used to benchmark MS Excel skills and ensure a level of understanding for new starts at companies. Delegates will leave feeling confident about creating professional worksheets with the software and be able to navigate the interface intuitively and productively. Delegates attending the public scheduled course may choose to use either MS Office 2013 on PC or 2016 on either Mac or PC.

### **Program Objectives**

This program aims to:

- Provide fundamental skills and knowledge of EXCEL
- Boost work productivity with EXCELS

### **Learning Outcomes**

After completing this program, participants should be able to:

- Apply the usage of Excel in their daily work
- Work effectively and efficiently with features of Excel
- Prepare a professional report and presentation with Excel

### **Who should attend?**

Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels; and personnel who want to know, understand and want to further enhance their knowledge and practical uses of Microsoft PowerPoint.

### **Methodology**

Interactive lecture, videos, presentation, discussion, case study, case simulation, Socratic questioning, flipped classroom, brain-storming, worksheet, problem solving, inductive method, team exercise, peer to peer, action learning, coaching and mentoring.

## Program Outlines

<b>Time</b>	<b>Day One</b>
<b>9.00am– 10.30am</b>	<p><b>Creating a Microsoft Excel Workbook and working with Ribbons</b></p> <p>The candidate would start the journey to encounter Excel 2016. Then, the candidate would learn the skills on Creating a Workbook, Saving a Workbook, The Status Bar, Adding and Deleting Worksheets, Copying and Moving Worksheets, Splitting the Worksheet Window, Changing the Order of Worksheets and Closing a Workbook. In terms of ribbons, the candidate would learn the Tabs, Tool Tabs, Groups and Commands.</p> <p><b>Practical Session 1: Play with Me and Feel Me</b></p>
<b>10.30am-11.00am</b>	<b>Morning Break</b>
<b>11.00am-1.00pm</b>	<p><b>The Backstage View (The File Menu) and The Quick Access Toolbar</b></p> <p>The candidate would be exposed to the Introduction to the Backstage View, Opening a Workbook, New Workbooks and Excel Templates, Creating a New Blank Workbook, Creating a New Workbook from a Template, Modifying a Template, Printing Worksheets, Adding Your Name to Microsoft Excel, Managing Workbook Versions, Adding Common Commands, Adding .Additional Commands with the Customize Dialog Box, Adding Ribbon Commands or Groups and Placement.</p> <p><b>Practical Session 2: Work it Out</b></p>
<b>1.00pm-2.00pm</b>	<b>Lunch</b>
<b>2.00pm-3.30pm</b>	<p><b>Entering Data in Microsoft Excel Worksheets</b></p> <p>The candidate would learn the most efficient and effective method of entering Text, Expand Data across Columns, Adding and Deleting Cells, Adding an Outline, Using AutoComplete, Adding a Hyperlink, Add WordArt to a Worksheet, Entering Numbers and Dates and Using the Fill Handle. Practical</p> <p><b>Session 3: Say No to Errors!</b></p>
<b>3.30pm-4.00pm</b>	<b>Tea Break</b>
<b>4.00pm-5.00pm</b>	<p><b>Formatting Microsoft Excel Worksheets</b></p> <p>The candidate would learn the most efficient and effective method of entering Text, Expand Data across Columns, Adding and Deleting Cells, Adding an Outline, Using AutoComplete, Adding a Hyperlink, Add WordArt to a Worksheet, Entering Numbers and Dates and Using the Fill Handle.</p> <p><b>Practical Session Four: I need a Professional Report</b></p>
<b>Time</b>	<b>Day Two</b>

<b>9.00am– 10.30am</b>	<p><b>Working With Formula</b></p> <p>The candidates would start to learn and apply the formula in Excel includes Math Operators and the Order of Operations, Math Operators, Math Operators, Entering Formulas, AutoSum (and Other Common Auto-Formulas), AutoSum, Count Numbers, Average, Min, Max, Copying Formulas and Functions, Displaying Formulas, Relative, Absolute, and Mixed Cell References, Relative Cell References, Absolute Cell References, and Mixed Cell References.</p> <p><b>Practical Session 5: Count on Me</b></p>
<b>10.30am-11.00am</b>	<b>Morning Break</b>
<b>11.00am-1.00pm</b>	<p><b>Working With Row and Column</b></p> <p>The candidates would learn more efficient and effective ways to manage Excel. The topics include Inserting Rows and Columns, Deleting Rows and Columns, Transposing Rows and Columns, Setting Row Height and Column Width, Set a Specific Height or Width, AutoFit Row Height or Column Width, Hiding and Unhiding Rows and Columns, Hiding Rows and Columns, Unhiding Rows and Columns and Freezing Panes.</p> <p><b>Practical Session 6: Different Style, Different Role</b></p>
<b>1.00pm-2.00pm</b>	<b>Lunch</b>
<b>2.00pm-3.30pm</b>	<p><b>Editing Worksheet and Finalizing Excel Sheet</b></p> <p>The candidate would learn how to apply the following function in Excel 2016 - Find, Find and Replace, Using the Clipboard, Managing Comments, Adding Comments and Working with Comments. The candidate would have a final look at the Microsoft Excel Worksheet. The candidates would learn how to perform Setting Margins , Setting Page Orientation, Setting the Print Area, Print Scaling (Fit Sheet on One Page), Print Headings on Each Page/Repeating Headers and Footers, Headers and Footers, Printing Headings on Each Page/Repeating Headers and Footers</p>
<b>3.30pm-4.00pm</b>	<b>Tea Break</b>
<b>4.00pm-5.00pm</b>	<p><b>Mini Project</b></p> <p>In this module, the candidate would apply all the skills they have learnt in the program. These milestone mini projects would ensure they perform the skills they have learnt.</p>