



## Beginning MS Excel 2016 20 Hrs

*Online, Instructor-Led, "Virtual Classroom" Via Zoom*

**Course Objective:** This course provides an overview of the Excel 2016 user interface and covers how to perform basic tasks such as starting and exiting the program; creating, saving, opening, and closing workbooks; selecting cells; entering and editing data; formatting text and numbers; positioning cell contents; and applying cell styles.

Additionally, this class covers modifying worksheets and workbooks, working with comments and views, changing the page layout, previewing and printing worksheets, and using templates. Furthermore, this course will cover sorting and filtering data, filling cells, creating and modifying charts, using formulas and functions, and protecting workbooks.

**Training Topics:** Covered topics are listed on the next page.

**Employee Training Institute instructor Alva Santiago** is a Microsoft Certified Master Trainer with 27 years of training experience. Her company, Workforce Computer Training, LLC has worked with many corporations to deliver training in Microsoft Excel, Access, Word, Outlook, PowerPoint, Project, Note, Visio and Power BI, as well as SharePoint and Cyber-Security. She is fluent in Spanish.

### **Course Cost:**

**\$500.00/Participant\***

**\*ETP funding is not available for this training program**

#### **WHEN:**

**Tuesdays AND Thursdays  
5:00 pm to 7:00 pm  
May 30, 2023 – June 29, 2023**

#### **WHERE:**

**Online, Remote,  
"Virtual Classroom,"  
Via Zoom**

**For more information or to register, please contact Jocey Hogan  
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## Beginning MS Excel 2016 (continued)

20 Hrs

### **Training Topics to include:**

1. Getting started with Worksheets
  - a. Navigating a Worksheet
  - b. Entering Labels and Values
  - c. Entering Formulas
  - d. Understanding Autofill
  - e. Selecting a Cell Range and Entering Data in a Cell Range
  
2. Editing Worksheets
  - a. Editing Cell Contents
  - b. Copying and Moving Cells
  - c. Inserting / Deleting - Cells, Rows, and Columns
  - d. Hide / Unhide - Cells, Rows, and Columns
  - e. Using Undo and Redo
  - f. Find and Replacing Content
  - g. Adding Comments to Cells
  - h. Paste Tools
  
3. Formatting Worksheets
  - a. Formatting Text
  - b. Formatting Values
  - c. Adjusting Row Height and Width
  - d. Working with Cell Alignment
  - e. Adding Cell Borders and Background Colors
  - f. Using Format Painter
  - g. Applying Cell Styles
  - h. Using Document Themes
  - i. Applying Conditional Formatting / Conditional Formatting Rules
  - j. Find and Replacing Formatting
  
4. Creating and Working with Charts
  - a. Selecting Source Data
  - b. Inserting / Editing / Removing Chart Data
  - c. Working with Chart Properties
  - d. Changing the Chart Type
  - e. Using Chart Templates
  - f. Using Sparklines
  
5. Basic Formulas and Functions Building