



Microsoft Excel 2016 Level 1

Gain the foundational understanding of Microsoft Excel 2016 that's necessary to create and work with spreadsheets. Topics include opening Excel; saving workbooks; creating, saving and sharing worksheets; entering, moving, copying and manipulating data; using formulas and functions; formatting text and numbers; applying formatting to cells; creating charts; data entry shortcuts; and printing and previewing workbooks.

Who Should Take This Course?

This course is designed for those who want to accomplish basic tasks in Excel such as creating, saving, printing and sharing worksheets that contain various kinds of calculations and formatting. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016.

Course Objectives

- Open and interact with Excel, and save and close workbooks
- Enter various kinds of data, formulas and functions; move and copy data; and recognize how and when to use the various reference types
- Format text and numbers; align text; and apply borders and styles to cells and ranges
- Use data-entry shortcuts and paste options, and insert, delete and hide data in your worksheets
- Create charts, change their type, and insert and control the elements they contain
- Split and manage worksheet windows; set print options; print and preview workbooks; create headers and footers; and share workbooks with other users
- Recognize workbook properties; check workbooks for accessibility and compatibility issues; and use templates

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: basic computer skills including Microsoft Windows proficiency

Course Content

Open and interact with Excel, and save and close workbooks

- Use the Excel interface to interact with the program, workbooks and worksheets
- Open and enter data in a workbook, and save and close a workbook



Create worksheets by entering various kinds of data, formulas and functions; move and copy data; and recognize how and when to use the various reference types

- Enter numbers and text
- Perform calculations using formulas
- Use special named formulas, called functions, to calculate sums and averages
- Move and copy data by using commands and buttons or by dragging; understand how Excel updates references in copied formulas
- Understand relative, absolute and mixed, and when to use each in formulas

Format text and numbers; align text; and apply borders and styles to cells and ranges

- Apply text formatting to single cells, ranges and multiple ranges
- Apply number formats to values; and understand how Excel handles dates and applies date formats
- Align cell contents vertically and horizontally; wrap text within a cell; and merge multiple cells into a single cell
- Apply borders to cells and ranges in your worksheets by using commands, by drawing, and by using the Border tab of the Format Cells window; and apply fill colors to highlight to cells and ranges
- Apply styles to cells, ranges, and tables to quickly format your worksheets; use themes to control available style options; and change and customize themes

Use data-entry shortcuts and paste options; and insert, delete and hide data in your worksheets

- Use Fill commands to copy data to adjacent cells; and use AutoFill to copy data or extend series
- Paste parts of cell data and formats
- Insert, delete, hide and unhide rows and columns

Create charts, change their type, and insert and control the elements they contain

- Create a simple chart; move it within a worksheet or to a chart sheet; and link between a chart and its source data
- Change a chart's type, layout and style; create pie and stacked or unstacked column charts; switch rows and columns; control various chart elements including titles, the legend and the value axis

Split and manage worksheet windows; set print options; print and preview workbooks; create headers and footers; and share workbooks with other users

- Split and freeze worksheets, and arrange multiple windows
- Preview and print worksheets; control print setup options; set a print area and print titles that appear on every page; and insert and format headers and footers



- Save a workbook to an earlier version of Excel or to portable formats such as PDF and XPS, and share a workbook with another user by attaching it to email

Recognize workbook properties; check workbooks for accessibility and compatibility issues; and use templates

- Control workbooks and worksheet options, as well as workbook properties
- Use templates to create highly functional workbooks quickly

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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