

# January 26-28-30: Microsoft Excel 2016 Basic

## Tuesday, Thursday & Saturday Evening Classes

5:00-7:00 PM Pacific, 6:00-8:00 PM MST, 8:00-10:00 PM Eastern Time

On Line Via Zoom (Link will be sent to registered participants)

**Fee for this Three Evening Information Session is \$10.00**

Participants will acquire basic knowledge on how to effectively use MS Excel 2016

### Course Outline

#### ***New Excel 2016 Interface***

- *Understand the Ribbon and Contextual Tabs*
- *Data Entry to Create a New Workbook*
- *Using Excel Templates*
- *Customize the Quick Access Toolbar*

#### ***Understanding and Working with Data***

- *Select, enter, edit and delete data*
- *Add Label and a Value*
- *Using Find, Replace and Go to, Redo, Repeat*
- *Inserting/Deleting cells, worksheets, rows, etc.*

#### ***Formatting Workbook Elements***

- *Using and Modifying Conditional Formatting*
- *Creating and Modifying Styles*

#### ***Using Basic Formulas and function***

- *How to create formulas and use AutoSum and functions*
- *Using Relative and Absolute Cell References*
- *Logical functions*
- *Conditional functions*
- *Financial functions*
- *Text functions*
- *Date and time functions*
- *Array formulas*

#### ***Charting***

- *Introductions to simple charts and Elements*

#### ***Printing***

- *Define Printing feature*

**Advanced Registration with Pre-Payment Required. Click on this link to Register**  
<https://iicanada.org/form/microsoft-excel-basic>

**For more information and to register E-mail: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net)  
Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039  
\*\*Please visit the digital AI-Akbhar for more information\*\***