MICROSOFT

Microsoft Excel 2016 Level 1

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

This 1-day instructor-led course provides the basic concepts and skills to start being productive with Microsoft Excel 2010: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel 2016, or if they want to have a solid foundation for continuing to become an Excel Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course is a good place to start their preparation, but they will need to continue on to other courses in the series to be fully prepared for either exam. After you completion of this course, students will know:

- How to open and interact with Excel, and how to save and close workbooks
- How to enter various kinds of data, how to enter formulas and functions, how to move and copy data, and about the various reference types and how to use them
- How to format text and numbers, how to align text, and how to apply borders and styles to cells and ranges
- About various data-entry shortcuts; how to use paste options; and how to insert, delete, and hide data in your worksheets
- How to create charts, change their type, and insert and control the elements they contain
- How to split and manage worksheet windows, set print options, print and preview workbooks, create headers and footers, and share workbooks with other users
- About workbook properties and how to use templates

MS Excel Level 1 (2016) Price: $299

PRICE MATCH GUARANTEE

We'll Match Any Competitor's Price Quote.
Ask Your Training Consultant at 240-667-7757.

1-Day Course Includes:

- Class exercises in addition to training instruction
- Courseware books, notepads, pens, highlighters, and other materials
- Course retake option
- Full breakfast with a variety of bagels, fruits, yogurt, doughnuts, and juice
- Tea, coffee, and soda available throughout the day
- Freshly baked cookies every afternoon – *only at participating locations

Free Microsoft Courses with SATVs For group training options please contact our Training and Certification Consultants at **(240) 667-7757** or email sales@phoenixts.com.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Program Level

Basic

Training Delivery Methods

Group Live

Duration

1 Days / 8 hours Training

CPE credits

6 NASBA CPE Credits

Field of Study

Information Technology

Advanced Prep

N/A

Course Registration

Candidates can choose to register for the course by via any of the below methods:

- Email: Sales@phoenixts.com
- Phone: 301-582-8200
- Website: www.phoenixts.com

Upon registration completion candidates are sent an automated course registration email that includes attachments with specific information on the class and location as well as pre-course study and test preparation material approved by the course vendor. The text of the email contains a registration confirmation as well as the location, date, time and contact person of the class. Online enrolment closes three days before course start date. On the first day of class, candidates are provided with instructions to register with the exam provider before the exam date.

Complaint Resolution Policy

To view our complete Complaint Resolution Policy policy please click here: Complaint Resolution Policy

Refunds and Cancellations

To view our complete Refund and Cancellation policy please click here: Refund and Cancellation Policy

Course Outline

Chapter 1: Fundamentals

Module A: Getting around Module B: Workbook basics

Chapter 2: Creating worksheets

Module A: Entering data Module B: Formulas Module C: Functions Module D: Moving and copying data Module E: Reference types

Chapter 3: Formatting

Module A: Text formatting Module B: Number formatting Module C: Alignment Module D: Borders and highlighting Module E: Styles and themes

Chapter 4: Manipulating data

Module A: Data entry shortcuts Module B: Paste options Module C: Inserting, deleting, and hiding

Chapter 5: Charts

Module A: Creating charts Module B: Chart types and elements

Chapter 6: Output

Module A: Managing worksheet windows Module B: Printing worksheets Module C: Sharing workbooks

Chapter 7: Settings and templates

Module A: Workbook options and properties Module B: Templates

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of

Starting at **$299**

ATTENTION
For GSA pricing or Contractor quotes call
301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Microsoft Excel 2016 Level 1**

- 1 days instructor-led training

- Microsoft Excel 2016 Level 1 training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*