

Excel 2016

COURSE CONTENTS

Part 1: Microsoft Office 2016

1. Explore Office 2016
2. Create and manage files

Part 2: Microsoft Word 2016

3. Modify the structure and appearance of text
4. Collaborate on documents
5. Merge data with documents and labels

Part 3: Microsoft Excel 2016

6. Perform calculations on data
7. Manage worksheet data
8. Reorder and summarize data
9. Analyze alternative data sets

Part 4: Microsoft PowerPoint 2016

10. Create and manage slides
11. Insert and manage simple graphics
12. Add sound and movement to slides

Part 5: Microsoft Outlook 2016

13. Send and receive email messages
14. Organize your Inbox
15. Manage scheduling