

## MS Excel 2016 Level 1

*Last Updated: 23 December 2016*



**AccTech**  
Systems

**Address**  
PO Box 25334  
Monument Park  
0105  
South Africa

**Head Office & Training**  
1001 Clifton Avenue  
Lyttelton Manor  
Centurion  
South Africa

**Tel:** 0861-11-1680  
**Fax:** 0866-838-922  
**e-mail:** [sales@acctech.biz](mailto:sales@acctech.biz)  
**Web:** [www.acctech.biz](http://www.acctech.biz)



AccTech Alliance Members South Africa: East London | Limpopo | P.E. | RSA Central

AccTech Alliance Members Africa: South Africa | Botswana | Ghana | Lesotho | Malawi | Namibia | Nigeria | Swaziland | Zambia | Zimbabwe

1. Table of Contents

1.	Table of Contents .....	2
A.	COURSE OUTLINES.....	3
1.	Free online pre-training assessments .....	3
2.	MS Excel 2016 Level 1 .....	3
B.	CONTACT DETAILS .....	6
1.	Location for training .....	6
2.	For bookings or more information .....	6



mictseta

Accreditation no: ACC/2014/00/180  
Media, Information and Communication Technologies  
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

## A. Course Outlines



### 1. Free online pre-training assessments

Not sure which level to book – then click on the links below and/or forward the links to your colleagues in order to distinguish which level they need to book for.

Pre Training Assessment

**MS Excel 2016 Level 1**

Pre Training Assessment

**MS Excel 2016 Level 2**

Pre Training Assessment

**MS Excel 2016 Level 3**

### 2. MS Excel 2016 Level 1

#### Course description

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Office Excel® 2016 can help. Excel can help you organize, calculate, analyse, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.



### Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

*The course duration is an estimate and could vary according to levels of experience of the group.*

### Course pre-requisites

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take either one of the following Logical Operations courses:

- Mathematical literacy and communication skills
- Operate a personal computer system
- Use generic functions in a Graphical Interface (GUI)-environment

### Documentation

The following documentation is included with the course

- Microsoft Excel 2016 Level 1 user guide
- Certificate of attendance

### Course Objectives

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyse the data that is critical to the success of your organization.

You will:

- Get started with Microsoft Office Excel 2016
- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbooks
- Manage workbooks

### Who should attend?

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.

### Topics covered

#### Spreadsheet Principles

What is a Spreadsheet?

Why use a spreadsheet application?

What are the names of some spreadsheet programmes?

#### Starting with Spreadsheets

Starting the programme

Understanding the Screen

Using the Mouse

Using the keyboard to move around the screen



mictseta

Accreditation no: ACC/2014/00/180  
Media, Information and Communication Technologies  
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

- Entering data on a spreadsheet
- Editing data on a spreadsheet
- Entering data using the automatic fill

**Working with File commands**

- Saving a workbook
- Closing a workbook
- Opening an existing workbook
- Starting a new blank workbook
- Saving changes to a workbook
- Saving a workbook with a Different Name
- Saving an Excel file in a different file format
- Deleting an Excel workbook file
- Exit the spreadsheet programme

**Formatting Spreadsheets**

- Selecting cells for changes
- Formatting Columns
- Formatting Rows
- The Alignment command group
- The Number command group
- The Font command group
- Setting Borders
- Using Format Painter

**Producing Spreadsheets with formulas**

- Entering Formulas
- Filling Formulas
- Using Functions
- Checking your work

**Editing Spreadsheets**

- Using the Cells command group
- Using the Clipboard command group

**More features**

- Check your spelling
- Auto Correct
- Find and replace
- Getting Help

**Printing a Spreadsheet**

- Previewing the spreadsheet
- Page Layout
- Printing a worksheet



mictseta

Accreditation no: ACC/2014/00/180  
Media, Information and Communication Technologies  
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

## B. Contact Details

### 1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion  
1001 Clifton Avenue  
Lyttelton Manor  
Centurion

### 2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail [training@acctech.biz](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)



mictseta

Accreditation no: ACC/2014/00/180  
Media, Information and Communication Technologies  
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society