

## MICROSOFT EXCEL 2016 – INTRODUCTION

### COURSE SPECIFICATIONS

<b>Course Code:</b>	MS-EXC16-INT
<b>Course No:</b>	OTF-EXC-INT_rev1.0
<b>Course Length:</b>	1 Day
<b>CertiPort Exam No's:</b>	77-727 & 77-728

### 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.

### TARGET AUDIENCE

This course is aimed at first time users of Microsoft Excel and serves as a foundation for Part 1 and 2.

### PREREQUISITES

Read and write. The attendee should have a basic knowledge about Windows, e.g. to open, save and close files. The attendees must be able to work with a mouse/laptop touchpad.

### COURSE OUTCOME

After completing this course participants will have a Basic understanding of the Excel environment and be able to produce a basic Excel work sheet.

### LEARNING OUTLINE

1. Overview
  - a. Start Excel
  - b. Work in the Excel Window
  - c. Change Workbook and Window Views
  - d. Work with an Existing workbook
2. Work with Microsoft Excel 2016
  - a. Create Workbooks
  - b. Save Workbooks
  - c. Enter and Edit basic Data in a Worksheet
  - d. Use Data Types to Populate a Worksheet
  - e. Cut, Copy and Paste Data
  - f. Edit a Workbook's Properties
3. Using Office Backstage
  - a. Print with Backstage
  - b. Change the Excel Environment
  - c. Access and Use Excel Templates

### ASSESSMENTS

Formative assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course.

Summative assessments will be conducted at the end of the course in the form of a practical test.

### MERSETA CERTIFICATION

ONETRUST TRAINING SOLUTIONS has received full accreditation as a MERSETA training provider. Certification number: 17-QA/ACC/2313/21. We are also in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a ONETRUST TRAINING SOLUTIONS certificate for the relevant courses.

## MICROSOFT CERTIFICATION

Microsoft Office certifications give you a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the Microsoft Office Specialist (MOS) certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel, or PowerPoint.

This course is part of a 4-part-series that covers some of the exam objectives to help students prepare for the Excel 2016 Core Exam (Exam 77-727) and the Excel 2016 Expert Exam (Exam 77-728).

Microsoft Office Specialist is an internationally recognised qualification available in more than 160 countries around the world. Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

## CONTACT DETAILS

Further enquiries may be directed to:

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