**Basic Excel 2016 Training**

#### AGENDA

**9.30am Some New features in Excel 2016**

**Ribbons, Tabs, Customisation**

**Selecting Cells**

**Entering Text and Numbers. Cell formatting.**

**Editing, Cut, Copy, Paste**

**Formatting Text. Cell styles**

**Exercises**

***10.45am Coffee break***

**11.00am Shading and borders**

**Inserting rows and columns**

**Simple Formulae. Autosum, Percentages**

**Exercises on morning session**

***12.30pm Lunch break***

**1.15pm Headers & Footers**

**Common Functions**

**Differences between Relative & Absolute References**

**Exercises**

***2.30pm Coffee Break***

**2.45pm Page setup, Printing & Zoom**

### **Other Simple Functions**

* **Freeze columns**
* **Hiding data**
* **Conditional formatting**

### **3.45pm Review**

**4.00pm Close**