



Beginners Microsoft Excel 2016

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This is a hands-on training class.
You will learn very basic Excel functionalities to get you familiar with using Excel spreadsheet

(This class assumes that you know how to use mouse and keyboarding, and have very basic computer knowledge)



What is Microsoft Excel?

Microsoft Excel is a software that lets you create tables, and calculate data. This type of software is called spreadsheet software. Excel lets you create labels that automatically calculate the totals of numerical values you input, print out tables in neat layouts, and create simple graphs, used especially for financial planning and budgeting.

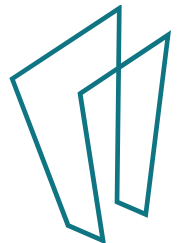


Excel 2016 Helpful Links

To learn more

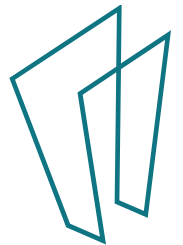
- <http://skokielibrary.info/resources/online-training-tutorials/>
- <https://www.lynda.com/portal/patron?org=skokielibrary.info>

(Log-in with your SPL card number or create an account if you are a first time user. Then search “Excel 2016” classes.)



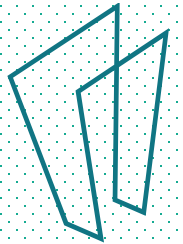
Excel 2016 Helpful Links To Learn More

- <http://www.gcfllearnfree.org/excel2016>
- <http://www.techonthenet.com/excel/index.php>
- <https://support.office.com/en-us/excel>
- <http://youtube.com>
(Search for Microsoft Excel 2016)



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