

Microsoft Excel 2016 Essentials Online Learning Certificate Program Course List

This program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees. Participants are required to successfully complete all seven of the following courses and achieve a passing grade of 70% or higher in each course.

We recommend you complete the courses in the order they appear below.

1. Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks (1.1 Hours)

Microsoft Excel 2016 makes it easy to create worksheets and workbooks, and to manage and manipulate data. In this course, you will learn how to cut, copy, and paste data; navigate between data cells and worksheets; and customize your Excel workspace. You will also learn about creating and opening workbooks, moving data around in Excel 2016, organizing worksheets, and saving and exporting data.

2. Microsoft Excel 2016 Essentials: Formatting Data (0.9 Hours)

Making your data look good is easy in Microsoft Excel 2016. You can format numbers and text and apply styles to make your data stand out. In this course, you will learn how to create custom formatting and styles and copy formatting from cell to cell. In addition to formatting and styling data in Excel 2016, you will learn how to position the data within your spreadsheet.

3. Microsoft Excel 2016 Essentials: Data Presentation Strategies (0.8 Hours)

Microsoft Excel 2016 gives you many options for improving the presentation of your data. In this course, you will learn about adding visual impact to your data using Sparklines, linking to different locations using hyperlinks, and creating custom formatting rules. You will learn about the many tools Excel 2016 provides for visually enhancing the appearance of your data.

4. Microsoft Excel 2016 Essentials: Formulas and Functions (1.1 Hours)

Microsoft Excel 2016 allows you to perform complex calculations on your workbook data. Being able to use formulas to complete calculations not only simplifies your work but also helps to reduce the number of errors that can arise in complex tasks. In this course, you will learn about the basic concepts and terminology associated with formulas and functions. You will learn about the various ways of referring to cells and cell ranges, and how to use basic functions including logical and IF-type functions.

5. Microsoft Excel 2016 Essentials: Charts, Tables, and Images (0.9 Hours)

Using tables, charts, and images in Excel 2016, you can create attractive and well-organized representations of worksheet and workbook data. These elements can be easily inserted into your workbook and customized as necessary. In this course, you will learn how to effectively use and customize tables and charts in Excel 2016. You will also learn how to use headers and footers to add additional information to your workbook.

6. Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates (1 Hour)

Making the Microsoft Excel 2016 environment look exactly the way you want it to is easy. In this course, you will learn how to configure your workbook and work area to create an ideal appearance for you. You will also learn how to add and customize templates and styles to really make Excel 2016 work for you.

7. Microsoft Office 2016 Intermediate Excel: Creating Custom Visual Effects (0.9 Hours)

A picture may paint a thousand words, but Microsoft Excel 2016 makes adding both words and pictures to your workbooks very straightforward. In this course, you will learn how to insert and style text boxes, shapes, and SmartArt. You will also learn about applying and customizing themes and watermarks.

Foundational Competencies

Workplace development competencies are job-based skills employees need to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the Workforce Development Competencies page at

<https://nyscseapartnership.org/workforce-development-competencies>.

This certificate assists you in developing competency in *Computer Skills and Technology*.