**Excel 2016 – Basics Part 1**

**Facilitator**: Brett Neal  
**Target Audience**: This class is designed for the beginning or basic user.  
**Time Allotted**: 3 hours  
**PeopleSoft Course Number**: CPT055

**Overall Objectives**: At the end of this course, participants will be able to create basic spreadsheets using Excel 2016.

**Learning Outcomes**:

* Know the terms associated with Excel including Ribbons, Tabs, Groups and Back Stage View
* Create worksheets and apply basic formatting to achieve data organization goals
* Describe specific components of Excel Worksheet software
* Edit data and worksheets to fit specific needs
* Practice Excel skills utilizing real-world examples