



## EXCEL 2016 - INTRODUCTORY Course Syllabus

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**Course Fee: \$375 per person – 16-hours of hands-on, instructor led training with Certificate of Completion.**

**Instructor** – Ron Barile – Certified Microsoft Office Instructor, Certified State of California Adult Education Instructor

### **Course Description**

Introduction to Microsoft Excel 2016.

### **Course Objectives**

In this course, you will become acclimated to Microsoft Excel 2016. You will learn:

1. Getting Started with Excel 2016.
2. Working with Formulas and Functions
3. Formatting a Worksheet.
4. Working with Charts.

### **Class Meetings**

We will have 4 class meetings from 10:00 AM to 1:00 PM on Tuesday and Thursdays.

### **Supplies**

You will be supplied with:

1. Textbook - **Title:** Microsoft Excel 2016 Introductory – Illustrated Series  
**Authors:** Elizabeth Eisner Reding and Lynn Wermers,  
**Publisher:** Cengage Learning

### **Work Standards**

1. Please arrive on time for each class meeting. Each class meeting will begin with a review of topics covered during the previous class.
2. Follow the ground rules of the course.

### **Ground Rules**

1. **Five-minute Rule:** Do not struggle with an assigned task for more than five minutes before asking for help.
2. **NDQ Rule:** There are no dumb questions in our classroom. All questions are welcome.
3. **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time.

### **Contact Information**

You can send the instructor questions or comments via email at [learn@cpu-onsite.com](mailto:learn@cpu-onsite.com).