
Microsoft Excel Introductory

Course objectives

This extremely practical 1-day course introduces the delegate to Microsoft Excel. It will provide “hands on” experience of many of the features found in this product.

Target Audience

For people who are new or recent users of Microsoft Excel, or any other spreadsheets.

Assumed Knowledge

Delegates should be familiar with the Windows operating system, either from attending a Windows Introduction Course or knowledge gained from his or her workplace experience. No knowledge of Microsoft Excel is expected.

Course Agenda

Fundamentals

- Spreadsheet Principles
- Menus
- Toolbars
- The Taskbar
- Moving Around
- Help

Formulas

- Add, Subtract, Multiply and Divide
- Brackets
- AutoSum
- Absolute and Relative Addressing

Editing Cells

- Edit Data
- Edit Formulas
- Undo and Redo
- Edit Directly in a Cell

Moving and Copying

- Cut Copy and Paste
- Copy a Range of Cells
- Copy Formulas

Formatting Cells

- Bold, Italic and Underline
- Change Font Size and Colour
- Numbers
- Date and Time
- Alignment
- Cell Borders and Shading

Spreadsheet Modelling

- Spreadsheet Structure
- Create a Spreadsheet
- Labels and Numbers

Save, Open and Close Workbooks

- Start a New Workbook
- Save and Close a Workbook
- Open a Saved Workbook

Functions

- Basic Functions
- Ranges
- Select Ranges
- Fill a Range
- Use the Fill Handle

Printing

- Print Preview
- Page Setup
- Printing

Formatting Spreadsheets

- Change Column Width and Row Height
- Insert and Delete Rows and Columns
- Rename, Copy and Move Spreadsheets
- Charts
- Create, Format and Print Charts