



## Microsoft® Excel Fundamentals

### Objectives

This course is for new and existing users of Excel who wish to acquire the basic skills required to create, edit, format, and print spreadsheets effectively.

### Prerequisites

No previous knowledge of Excel is required however delegates should be able to use a computer. The following gives an overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

### Introduction

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- Using the ribbon, Quick Access Toolbar & keyboard shortcuts
- Creating a new workbook
- Entering, editing & deleting data
- Auto filling data
- Using Flash Fill
- Working with SmartTags
- Saving and closing a workbook
- Opening a workbook
- Using zoom
- Data navigation and selection

### Formulas

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- Creating and editing basic formulas
- Using AUTOSUM
- Copying formulas
- Creating basic statistical functions
- Using Absolute Cell Addresses
- AutoCalculate

### Formatting

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- Inserting & deleting cells, columns and rows
- Changing the size of columns & rows
- Aligning data
- Changing text and number formats
- Copying formats using the Format Painter
- Merging & splitting cells
- Applying borders and shading

### Editing

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- Undo & redo
- Checking spelling
- Finding and replacing cell contents
- Moving and copying data
- Using the Clipboard

### Printing

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- Using Print Preview
- Changing worksheet orientation
- Setting headers and footers
- Additional Page Setup features
- Printing

### Charts

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- Creating a basic chart
- Recommended charts
- Changing the chart type
- Formatting chart elements
- Printing the chart