



Microsoft® Excel Fundamentals

Objectives

Duration: 1 Day

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

- 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

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

Formatting

- 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

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

Printing

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

Charts

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