

MICROSOFT EXCEL - INTRODUCTORY

COURSE LISTING

This course is designed to introduce the Student to the basic functions of the package. Delegates should be familiar with the Windows environment.

Duration: 1 Day

What is Excel

- The Window
- The Ribbon
- Dialog boxes
- Online Help
- Using Different Views
- Opening an Existing Document
- Starting a New File
- Exiting Excel

Moving Around the Worksheet

- Cursor Movement And Scrolling
- Selecting Text

Entering Data In A Worksheet

- Editing A Cell
- Autofill/Pick from List/Autocomplete

File Commands

- Saving Files
- Naming a File
- Closing a Worksheet

Moving and Copying Cells/Ranges

- Copying Contents/Formats Only
- Smart Tags
- Undo & Redo Feature
- Clearing Cell Contents

Enter Formula

- Understanding the concept of Formula
- Relative & Absolute Cell Referencing
- Common Functions
- Understanding BODMAS
- Creating Formula

Formatting Data

- Changing Column Widths
- Changing Row Heights
- Inserting Rows & Columns
- Deleting Rows & Columns

Worksheet Formatting

- Formatting Text
- Adding Borders
- Using Numeric Formats
- Using Date Formats
- Conditional Formatting

Printing a Worksheet

- Page Layout View
- Printing Selected Text
- Printing In Landscape
- Aligning Text On The Page
- Changing Margins/Scaling
- Page Breaks
- Inserting Headers/Footers/Page Numbers

Introducing List Management

- Rules for creating a List in Excel
- Formatting as a Table
- Using the Table Features
- Sorting and Filtering in a table.

Introducing Graphs

- Creating Graphs
- Graph Types and uses
- Modifying & Formatting the Graph
- Formatting the Chart
- Adding Legends/Titles

There is normally time at the end of the day to choose Graphs or List Management. The delegates can decide which one they wish to cover.