

Microsoft Excel Introduction

Course Objectives

- Create and maintain spreadsheets
- Create and edit formulae
- Format and print worksheets
- Perform basic list management tasks

Audience

This course is **designed for new users of Microsoft Excel, or self-taught users**. The course covers all aspects of creating and maintaining spreadsheets; including basic formulae and functions.

Prerequisite

No Prior experience or knowledge of Spreadsheets is required to attend this course. **You must have good basic windows, keyboard and mouse skills.**

Duration

This is a **1 day Excel Introduction** Course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

Locations

Our **Microsoft Excel Introduction** course can be run at **our training venue near Kings Cross (London)** or any preferred location in the **UK or Europe**.

MS Excel Introduction Course Outline

Spreadsheet Principles

What is a spreadsheet?

Screen Layout and Excel Basics

Ribbon

Understanding Workbooks, Worksheets, Rows, Columns, cells

Various selection techniques

Understanding various Mouse shapes

Tabs

Groups

Dialog Box Launchers

Quick Access Toolbar (QAT)

Customizing QAT

Formula Bar Customization

Live Preview

Contextual tabs

File Tab (Backstage View)

Zoom Feature

Page Layout View

Full Screen View

Access Keys (Shortcut keys)

Saving, File types, File Compatibility (with earlier Versions)

Getting Help

Various selection techniques

Pinning Recent Files

Entering, Selecting and Editing

Data

Entering , Editing and Deleting information in cells (Text, Date, and numbers)

Entering Auto Lists

Using Fill handle to create simple lists

Creating custom lists

Deleting Rows, Columns and Cells

Inserting Rows, Columns and Cells

Inserting , Deleting, Moving, Copying and Renaming Sheets

Various Navigation Techniques using Scroll bar, Keyboards and Go To command

Using the Paste Preview

Creating Formulae and Functions

Concept

Creating Formulae

Editing Existing Formulae

BODMAS: Mathematical Order

Copying Formulae

Understanding Relative Referencing

Understanding Absolute Referencing

Using the Auto sum Feature

Common Basic Functions: SUM, MIN, MAX, AVERAGE, COUNT, COUNTA

Using the Formulas Tab

Formatting Cells, Rows,

Columns and Sheets

Formatting Cells

Number Formatting

Date Formatting

Text Formatting

Cell Alignment And Orientation

Wrap text

Applying borders and shading

Border drawing

Clearing Formats

Changing Column Widths

Changing Row Heights

Changing sheet Tab Colours

Using Format Painter

Data Sort and Filter

Sorting Data

Auto Filter

Charts/Graphs

Creating Simple Charts

Editing Charts

Formatting Charts

Printing

Print Preview

Page Orientation

Adding Headers and Footers

Printing A Selection

Setting A Print Area

Scaling

Adjusting page breaks using

Page Break Preview

Repeating columns and rows

Changing Margins

Centre On Page