



## Customised IT and Soft Skills training to suit your needs

### Microsoft Excel Introduction

#### *Course Objectives*

- Create and maintain spreadsheets
- Create and edit formulae
- Format and print worksheets
- Perform basic list management tasks
- Basic Charts
- Basic Conditional Formatting
- Basic Formula Auditing

#### *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 **One-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 Liverpool Street (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

Tell me what you want to do feature

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), Save to One Drive

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

Using Flash Fill to complete patterns

Quick Analysis

Smart Lookup

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

Copy, Paste and Paste Special...

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 (\$ sign in formulae)

Using the AutoSum, AVERAGE, MIN, MAX, COUN and COUNTA

Using the Formulas Tab

## **BASIC FORMULA AUDITING**

Tracing Precedence and Dependent  
Show Formula

## **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

Basic Sorting – by colour,

Auto Filter – Filter by Values, by Cell  
Colour, by Font Colour

Multi Column Filter

Convert Text to Columns?

## **INTRODUCTION TO BASIC CONDITIONAL FUNCTIONS**

Conditional Operators - Greater than, Less  
than and Between

## **INTRODUCTION TO BASIC CONDITIONAL FORMATTING**

Changing the colour of text and numbers  
depending on set conditions

## **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