

MICROSOFT EXCEL – INTRODUCTION COURSE OUTLINE

APPLICATION	MICROSOFT EXCEL
LEVEL	INTRODUCTION
DURATION	ONE DAY
WHO SHOULD ATTEND	The course is designed for new users who wish to learn the basic features available in Excel.

OBJECTIVES

At the end of the course the delegate will be able to:

Spreadsheet concepts	understand spreadsheet concepts, workbooks and worksheets
Excel screen	identify and use all the essential Excel icon commands
Viewing a worksheet	open and close a workbook, adjust column widths and row heights, use zoom, identify cell contents, use navigation keys
Creating a worksheet	create a new workbook, enter text and values into a worksheet, save the workbook.
AutoFill	use the autofill technique to put days, months, and other data quickly into the worksheet
AutoSum	understand and use the AutoSum formula tool
Formulae	write formulae to add, subtract, divide and multiply cell values, understand and apply order of precedence in calculations
Absolute Cell References	use and understand absolute cell referencing to create more complex and powerful formulas
Range names	create and use range names, using the range finder
Functions	use different functions in a spreadsheet using the function wizard to help choose and use the correct function
Formatting the worksheet	format cell contents using font type, size, style and colour, format numbers using currency, percent, commas and decimal places, format cells using alignment, borders and background colour
Format Painter	use the format painter icon to copy formats from one cell to other cells
Editing the worksheet	use cut, copy, paste and delete commands to edit an existing spreadsheet. Understand the difference between clearing and deleting cells.
Sorting	sort existing data alphabetically, and numerically, in either ascending or descending order
Freeze Panes	Freeze column headings, row labels or both while scrolling down or across large spreadsheets
Printing	print the whole worksheet, change the page orientation, add headers and footers, insert automatic page numbers and print separate parts of the worksheet