making *IT easier*

Microsoft Excel Core – Profile

jargon

A Tutor-led course which is suitable for people who require a good working knowledge of Excel. Delegates will learn the core skills required for creating and formatting a variety of worksheet data and producing calculations within reports and charts.

Pre-requisites

To fully benefit from this course, attendees are expected to be familiar with Windows and use of the mouse. Knowledge of a previous spreadsheet package would be useful, although not essential.

Who Would Benefit

Benefits will be gained by attending for those people converting from a different spreadsheet package and by those who are new or inexperienced users of Excel.

Objectives

On completion of the course, delegates will be able to:
- ☑ Confidently navigate the Excel screen/desktop
- ☑ Create worksheets utilising different data types
- ☑ Understand how Excel computes simple formulae
- ☑ Construct and edit simple formulae and functions
- ☑ Use a variety of formatting techniques to enhance a worksheet's presentation
- ☑ Use the print facility to print worksheet s
- ☑ Generate and print charts

Course size: Maximum 6 delegates

Duration: One day

Course Content

Exploring Excel
Examining the Excel Environment· Displaying and Hiding Toolbars · Changing Menu and Toolbar Options

Using Basic Workbook Skills
Selecting a Cell using the Keyboard · Scrolling using the Mouse · Entering Text · Entering Numbers · Saving & Closing a Workbook · Creating · Opening an Existing Workbook · Using Entry Shortcuts · Editing · Renaming Workbooks ·

Working with Ranges
Working with Ranges · Selecting Ranges with the Keyboard · Selecting Ranges with the Mouse · Selecting Non-adjacent Ranges · Entering Values into a Range · Using the AutoFill

Formatting Numbers & Text
Using Number Formats: Currency, Percentage, Comma and Decimal places · Changing Text Appearance: Font Faces, Sizes, Bold/Italic/Underline, Font Colour · Rotating Text in a Cell · Wrapping Text in a Cell · Shrinking Text in a Cell · Merging Cells into One Cell

Formatting Cells
Changing Cell Alignment · Using the Merge and Centre Button · Using the Fill Colour Button · Using the Format Painter Button · Clearing Formats · Inserting Selected Cells · Deleting Selected Cells · Formatting Cells· Borders Menu

Printing
Previewing a Worksheet · Printing the Current Worksheet · Printing a Selected Range · Printing Multiple Copies · Printing a Page Range · Printing

Working with Columns and Rows
Selecting Columns and Rows · Changing the Width of Columns · Changing the Height of Rows · Hiding Columns and Rows · Unhiding Columns and Rows · Inserting a Column · Inserting a Row · Deleting a Column · Deleting a Row

Creating Simple Formulas
Entering Formulas · Using the AutoSum Button · Simple functions: Sum, Average, Count, Max and Min · Using the AutoCorrect Feature · Using the Auto Calculate Feature

Copying and Moving Data
Copying/Cutting and Pasting Data · Pasting from the Clipboard Toolbar · Creating an Absolute Reference · Filling Cells · Using Drag-and-Drop Cut and Copy · Using Undo and Redo

Using Automatic Formatting
Applying an AutoFormat

Creating Charts
Creating Charts · Moving and Resizing Charts · Identifying Chart Objects · Changing the Chart Type · Adding/Removing a Legend · Changing the Text Orientation · Adding a Data Table · Formatting Chart Objects · Changing the Chart Range · Printing a Chart · Deleting a Chart · Creating Charts

Using Page Setup
Setting Margin and Centring Options · Changing the Page Orientation · Editing Headers and Footers · Customizing Headers and Footers · Changing Print Gridlines · Repeating Row and Column Labels · Scaling a Worksheet · Using Page Break Preview · Setting/Removing a Print Area · Page Setup