

MICROSOFT EXCEL FOUNDATION

BENEFIT:

This course is designed for those delegates who wish to acquire the basic skills to use Excel effectively. It would benefit anyone wishing to learn the basics of creating spreadsheets.

OBJECTIVES:

On completion of this course, attendees will be able to create a spreadsheet, format text & numbers, perform basic calculations and set to print data as required.

PRE-REQUISITES:

Attendees do not need any previous experience of Excel but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

COURSE OUTLINE

The Excel Screen

- Spreadsheet terminology explained
- Navigating the Excel environment
- Getting Help

Creating Basic Spreadsheets

- Enter and edit text, numbers and dates
- Delete data
- Different methods of selecting cells
- Selecting non-adjacent cells
- Selecting rows and columns
- AutoFill contents
- Use cut, copy and paste

Formatting a Spreadsheet

- Apply different formatting to text
- Apply different number formats
- Apply borders and shading
- Merge cells and wrap text

Change column widths and row heights

Insert and delete rows and columns

Insert cut cells

Hide and unhide rows and columns

Formulae and Functions

Create basic calculations (add, subtract, multiply and divide)

The AutoSum function

Understand the use of brackets () within formulas

Copy formulae

Comments

Insert and edit Comments

View and print Comments

Printing options

Viewing and Printing

Page Set-up options

Print worksheets/workbooks

Working with Larger Spreadsheets

Use the zoom control

Apply Freeze Panes

Print Titles

Set Print Areas/Print Selection

Managing Worksheets

Insert and delete worksheets

Rename worksheets

Reorder worksheets

Using Tab Colour

LEARNING APPROACH: Class based/practical

LENGTH OF PROGRAMME: 6 HOURS