

Course Overview



Microsoft EXCEL

1 Day

Introduction

Course Description

This course is designed for those people who want to unlock the mysteries of Excel. You'll learn how to create a worksheet, perform simple calculations, create basic formulas, manipulate data, present and print information professionally.

Course Objectives

Upon completion of this course, you will be able to:

- Navigate easily and quickly around your worksheet
- Save time and produce professional looking worksheets
- Set-up and organise Excel functions and features that suit your needs
- Save and store worksheets for later use
- Apply different text and cell formatting to enhance the appearance and readability of your work
- Perform calculations and manipulate worksheet data
- Create and present your work visually using charts

Course contents

Getting started with Excel

- Opening a worksheet
- Overview of the Excel worksheet
- Navigating around the worksheet

Using formulas and managing information

- Understanding and manipulating the order of precedence
- Entering and copying formulas
- Clearing, deleting and inserting a range

Entering and editing worksheet information

- Entering data
- Moving and copying data
- Editing and deleting data in a cell
- Using AutoFill to create lists
- Creating Custom lists

Formatting worksheet information

- Formatting cell contents
- Changing column width and row height
- Applying fonts and using AutoFormat
- Adding colours, borders and shading
- Copying and deleting formatting

Performing calculations

- Selecting and naming ranges
- Understanding and using basic functions
- Understanding and using Absolute and Relative cell references
- Using AutoSum and Auto Calculate

Creating and formatting charts

- Using the Chart Wizard to create charts
- Using non-adjacent data ranges to create a chart
- Inserting and changing chart titles and data labels
- Selecting and changing chart types
- Modifying, resizing and repositioning the legend
- Modifying colours, patterns, borders and text

Managing workbooks

- Opening, saving, closing and filing workbooks
- Using templates to create new workbooks

Proofing and printing information

- Setting up the worksheet ready for printing
- Previewing and printing your work

Who should attend?

All you need to be able to do to get the best of this course is to have a basic knowledge of computing, the use of the mouse and a little knowledge of Windows