

## Course Outline - Excel Introduction : a one-day training course

<b>Getting Started with Excel</b> <ul style="list-style-type: none"><li>▪ Start an Excel session</li><li>▪ Identify the different elements of the Excel screen</li><li>▪ Display and select items from menus and toolbars</li><li>▪ Exit Excel</li></ul>	<b>Creating a Formula</b> <ul style="list-style-type: none"><li>▪ Create simple calculations</li><li>▪ Use AutoSum</li><li>▪ Enter a formula: typing or using the Formula bar</li><li>▪ Revise a formula, Use Insert Function</li><li>▪ Functions (AVERAGE,SUM,COUNT,MIN,MAX)</li><li>▪ Relative and absolute cell references</li><li>▪ Recognise common error messages</li></ul>
<b>Getting Assistance with Excel</b> <ul style="list-style-type: none"><li>▪ Get help using the Office Assistant, Contents and Index</li><li>▪ Use the Ask a Question box</li><li>▪ Display What's this? help</li></ul>	<b>Working with Worksheets</b> <ul style="list-style-type: none"><li>▪ Insert and delete cells, rows &amp; columns</li><li>▪ Insert, name and delete worksheets</li><li>▪ Move and copy a worksheet</li><li>▪ Change the colour of a worksheet tab</li></ul>
<b>Creating an Excel Workbook</b> <ul style="list-style-type: none"><li>▪ Create a new workbook</li><li>▪ Move around the worksheet using the mouse and keyboard</li><li>▪ Enter text, values and dates in cells</li><li>▪ Edit cell contents, Use Undo and Redo</li><li>▪ Work with series of data and custom lists</li><li>▪ Work with AutoFill smart tag</li><li>▪ Use Save and Save As</li><li>▪ Save an AutoRecover file automatically</li><li>▪ Recover a workbook if Excel stops working</li></ul>	<b>Formatting a Worksheet</b> <ul style="list-style-type: none"><li>▪ Font styles (typeface, size, colour and styles)</li><li>▪ Modify alignment &amp; orientation of cell contents</li><li>▪ Merge and unmerge cells</li><li>▪ Value formats (currency, percent, date, comma)</li><li>▪ Adjust the decimal place</li><li>▪ Modify the size of columns and rows</li><li>▪ Clear cell content and formats</li></ul>
<b>Editing an Excel Worksheet</b> <ul style="list-style-type: none"><li>▪ Go To a specific cell or named range</li><li>▪ Move, copy and paste cells using the Windows or Office Replace Clipboard</li><li>▪ Use Find</li></ul>	<b>Printing a Worksheet</b> <ul style="list-style-type: none"><li>▪ Preview and print a worksheet</li><li>▪ Print a selection</li><li>▪ Change page orientation and scaling</li><li>▪ Set page margins and centring</li><li>▪ Setup headers and footers</li><li>▪ Set, print and clear a print area</li><li>▪ Insert and remove a page break</li><li>▪ Print column &amp; row titles; set other options</li></ul>

# Microsoft Excel Introduction

A one-day training course

## Course Aims

Microsoft Excel is one of the latest versions of the popular spreadsheet from Microsoft and part of the Microsoft Office suite.

This training course is designed to let users get to grips with the main features of Microsoft Excel.

It is entirely 'hands on', so those attending will get practice in creating and modifying actual spreadsheets.

## Course Objectives

Upon successful completion of this Introduction course, students will be able to:

- Use Excel to open an existing or new workbook; create, format, print and save spreadsheet documents
- Identify different elements of the Excel screen
- Perform simple calculations; enter and revise formulae; use basic functions
- Enter and edit text, values and dates; use Copy and Paste
- Format a worksheet : fonts, alignment, merge, currencies; insert cells, rows, columns
- Review and print worksheets; print areas, margins, headers, footers, page-breaks

## Who Should Attend?

New or intending users of Microsoft Excel who wish to gain a good understanding of the software.

*Note* : A working knowledge of using PCs in the Microsoft Windows environment is required.