

Microsoft Excel Introduction

2002 / 2003 / 2007

Duration: 1 Day

Who Should Attend / Target Audience

This course has been developed for people who want to acquire basic skills to produce spreadsheets. Including working with data and performing basic calculations.

Prerequisites

Participants will need to be familiar with Microsoft Windows and basic Windows techniques such as opening, closing and saving files.

Learning Outcomes

- Create, modify and format a spreadsheet
- Use basic formulas and functions
- Create a calculation across multiple worksheets
- Sort a list
- Create a chart
- Print a spreadsheet using Headers and Footers and Page Breaks

Course Content

Version: 18/12/09

The Excel Screen

Moving around a Sheet
Displaying other Areas
Mouse Movements
Viewing other Sheets

Selecting Cells

Inserting Text and Numbers
Typing the Text
Adjusting Column Widths
Typing Numbers

Saving a Workbook

The My Places Bar
File Properties

Alignment and Indenting

Indenting
Centre Aligning
Merging and Centring

Calculations

BEMDAS Rule
AutoSum
Filling the Formula
Basic Formulas
AutoCalculate
Cell Editing

Multiple Worksheets

Copying Sheet Contents
Data Entry Ranges
Calculating across Worksheets
Copying Formulas

Functions

Function Syntax
The AVERAGE Function
The MAX Function
The MIN Function

Working with Worksheets

Renaming Sheets
Inserting a Sheet
Deleting Sheets

Formatting

Fonts and Font Sizes
Number Formatting
Formatting a Group of Sheets
Borders
The Format Painter
Cell Shading
Font Colour
Inserting Images

Proofing

Checking Spelling
AutoCorrect
Find and Replace
Comments

Sorting

Charts

Column Chart
Pie Chart

Print Preview

Page Break Preview
Adjusting the Page Breaks
Previewing the Workbook
Zoom
Margins and Column Widths
Column Widths in Print
Preview

Page Setup

Orientation
Scaling
Margin Settings
Headers and Footers
Built-In Headers and Footers
Custom Headers and Footers
Sheet Options

Page Breaks and Print Areas

Inserting a Page Break
Setting a Print Area

Printing

Next Level Course: MS Excel Intermediate

Availability: In House Closed Group Public