

# MICROSOFT EXCEL INTRODUCTION

Get the basic skills to produce spreadsheets, work with data and perform basic calculations.



## Prerequisites

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

## Expected outcomes

- Create, modify and format a spreadsheet.
- Use basic formulas and functions.
- Calculate and manage multiple worksheets.
- Create a chart.
- Customise the print settings and print.

## Who should attend

This course has been developed for people who want to acquire basic skills to produce spreadsheets and simple calculations. Includes outputting to print and to a chart.

## Overview

- Understanding different Excel versions
- Getting around the interface
- Navigating a workbook
- Selection techniques
- Getting data into a workbook
- Data entry ranges
- Saving – cloud or physical storage

## Formulas

- Simple arithmetic formulas
- Order of operations (BOMDAS)
- AutoSum
- AutoFill (Copy a formula)
- AutoCalculate
- Editing formulas

## Multiple worksheets

- Cut, Copy and Paste
- Copy and paste from another file
- Manipulating worksheets
- Formulas across worksheets

## Functions

- The AVERAGE function
- The COUNT Function
- The MAX function
- The MIN function

## Formatting a worksheet

- Best practices
- Column widths
- Cell alignment
- Text wrap
- Merging/unmerging cells
- Font formatting
- Cell borders and shading
- Cell styles
- Format painter
- Number formatting
- Formatting a group of sheets
- Cell notes and comments

## Working with rows and columns

- Freezing panes
- Insert rows/columns
- Delete rows/columns
- Hide rows/columns
- AutoFill sequences

## Working with simple lists

- Quick sorting a list
- Basic filtering

## Charts

- Selecting data to chart
- Creating a chart

- Changing the chart type
- Switching columns/rows
- Adding titles
- Reposition the legend
- Using chart layouts
- Printing a chart

## Printing and page setup

- Save as PDF
- Print previewing
- Margins, orientation, scaling
- Page break preview
- Page layout view
- Headers and footers
- Printing titles on all pages

## Working with OneDrive Files

- Working with files in Excel Online

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.