

MICROSOFT EXCEL INTRODUCTION

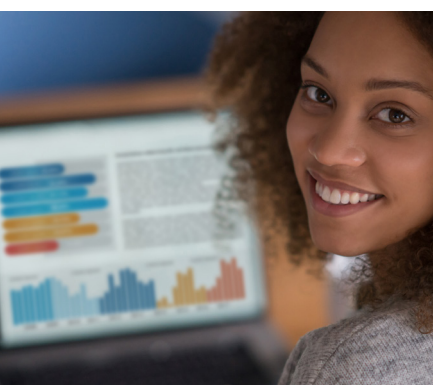
Get the basic skills to produce spreadsheets, work with data and perform basic calculations.



1 DAY


ODYSSEY
TRAINING™

By 



Prerequisites

Participants will need to be familiar with Microsoft Windows and basic Windows techniques such as opening, closing and saving files. No prior Excel experience is required, though basic computer literacy is recommended.

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.

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workplace.

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