

# 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

- navigation shortcuts
- selecting ranges
- getting data into your spreadsheet
- data entry ranges

## Formatting worksheets

- adjust column widths
- indenting
- centre aligning
- merging and centring
- text wrap

## Formulas

- the SUM function
- AutoFill a formula
- basic formulas
- BOMDAS rule
- AutoCalculate
- editing formulas

## Multiple worksheets

- copy and paste
- calculating across worksheets
- copying formulas
- copy, rename, insert, delete and group sheets

## Formatting text and numbers

- font and number formatting
- borders
- cell shading
- format painter
- add cell comments

## Working with rows and columns

- insert, delete and hide columns and rows
- freeze panes
- AutoFill sequences

## Sorting and filtering

- quick list sorting
- basic list filtering

## Charts

- select data to chart
- create a chart
- change the chart type
- switch rows and columns
- add titles
- reposition the legend
- chart layouts
- print a chart
- pie chart specifics

## Functions

- AVERAGE, MAX, and MIN

## Printing and page setup

- print preview
- margins, orientation and scaling
- page layout view
- page break preview
- headers and footers
- print titles on all pages
- set a print area
- print
- save as PDF

## Working with OneDrive Files

- saving to OneDrive
- opening a file 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.