

Microsoft Excel - Introduction

Duration 1 day

Pre Requisites

Delegates should first attend the Windows Introductory course or have attained a similar level of expertise.

Objectives

By the end of this one day course delegates will feel confident in their ability to create and manipulate worksheets and produce printed reports. The course assumes no previous knowledge of Excel; however, keyboard skills would be an advantage.

Versions Available

97, 2000, XP, 2003

Further Learning

Excel Intermediate
Excellence in Presenting Data

Course Content

- **Introduction**
 - What is a Spreadsheet?
 - Starting Excel
 - Parts of the Screen
 - The Office Assistant
 - Quitting from Excel
- **Basic Skills**
 - Cursor Movement
 - Using Goto
 - Highlighting Areas of the Worksheet
 - Entering Data
 - Editing a Cell Entry
 - Deleting a cell or Range of Cells
 - Undoing the last command
 - Repeating the last command
 - Drag and Drop
 - Filling a Range
 - Insert and Delete
 - AutoComplete
 - Inserting & Deleting Rows & Columns
 - Smart Tags
- **Additional Buttons**
 - Opening, Closing and Saving Files
 - Creating a New File
 - Viewing a List of Open Files
 - Version Compatibility
 - E-Mail a Spreadsheet
 - Document Recovery
 - File Search
- **Entering Formulae**
 - Entering Simple Calculations
 - Circular References
 - Using AutoSum
 - Using Paste Function
 - Statistical Functions
 - Cut and Paste Functions from Help
 - Relative and Absolute
 - Formula Auditing Mode
 - Printing Cell Formulae
 - Using AutoCalculate
 - Error Correction
 - Screen Tips for Function Arguments
- **Formatting**
 - Using the Formatting Toolbar
 - Adjusting Column Widths and Row Heights
 - Changing Cell Alignment
 - Formatting Numbers
 - Changing Fonts and Attributes
 - Borders and Patterns
 - Using the Shortcut Menu
 - Copying Styles
 - Default Font Settings
 - Cut, Copy and Paste
 - Copying Spreadsheet Data into Word
- **Printing**
 - Print Preview
 - Changing the Page Setup
 - Defining Print Titles
 - Defining the Print Area
 - Printing
 - Inserting a Page Break
 - Page Break Preview
- **Sorting & Filtering**
 - Sorting
 - Using AutoFilter
- **Charts and Drawing**
 - Creating a Chart
 - Changing the Chart Type