



Microsoft Excel Introduction

Format: One Day:
Max Capacity 6

The course is designed to give an understanding of some of the major features and functions within Excel and the advantages of using a powerfully integrated spreadsheet. The course is entirely “hands on” and those attending will gain a good understanding of how to create and manage spreadsheets.

By the end of the course all students will be able to set up a spreadsheet containing statistical analysis functions and charts and be confident with the rules of basic formulae. No spreadsheet knowledge will be assumed. This course is good for people who do have some knowledge or who are self taught.

Course Content

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|---|-------------------------|
| Creating Workbooks | Enter Text and Numbers |
| Autofill | Enter Formulae |
| Open, Save, Name & Close Workbooks | Print & Preview Options |
| Editing Workbooks | Open Existing Workbooks |
| Moving Around the Worksheet | Selecting Areas |
| Deleting Data | Editing Cell Contents |
| Copying and Moving Data | Charting |
| Chart Example | Creating a Chart |
| Formatting Chart Objects | Formatting |
| Apply Font Formats | Number Formats |
| Text Alignment | Handling Percentages |
| Working with Columns / Rows | Changing Column Widths |
| Changing Row Heights | Autofit |
| Insert/Delete Columns and Row | Further Formulae |
| Absolute Cell Referencing | Statistical Functions |
| Sorting | AutoSum |
| Conditional Formatting – basic built in | Using AutoFilter |
| Hiding rows/columns | Freeze Panes |
| Moving/renameing worksheets | Data form |
| Goal Seek | |