

Microsoft® Excel

Introduction Course - One Day

This course is designed to provide an introduction and overview of the basic features of Excel. Upon completion of the course, the delegate will have an understanding of creating spreadsheets, basic calculations, handling simple lists of data, create charts and be able to print out formatted sections of the spreadsheet. In addition, the delegate will be able to appreciate the potential Microsoft Excel has to offer. The course does not presume that the delegate is confident in maths and all numerical aspects will be fully explained by the trainer.

Course Outline

Excel Overview

Ribbon Tabs and Mini toolbars
File and Backstage
Quick Access Toolbars
File formats – Office 2003, 2007/2010
Graphic Enhancements
Enhanced Theme Colours
Office Themes and SmartArt

Spreadsheet Basics

Selecting Cell(s), Column(s), Row(s), Sheet(s)
Data Entry of Text, Numbers, Dates
New, Open, Close & Save Workbooks
New, Copy, Move, Rename & Delete Sheets
Alignment, Column Width, Auto Fit
Inserting Cell(s), Row(s), Column(s)
Deleting Cell(s), Row(s), Column(s)
Clearing Data, Formatting
Cut, Copy, Paste, Paste Options
Drag & Drop

Calculations and Formulae

Entering Simple Calculations
AutoSum Functions including:-
Sum, Average, Max, Min
Operators: Add, Subtract, Multiply, Divide, %
Format Cells - Currency, %, General, Dates
AutoFill & Custom Lists
AutoCalculate
Simple Formulae
Conditional Formatting

Data Lists

AutoFilter, Filter by Colour, Text Filters
Criteria – contains, equal to, not equal to
Sorting Options, Custom, A-Z, Z-A

Printing

Print Area and Print Preview
Margins
Centre options
Page layout and Page Break view

Charts

Creating Charts and Chart types
Basic editing of charts
Resizing, Moving
Colour options
Data changes
Printing Charts with or without data
Changing Chart Location

Formatting Cells

Bold, italic, underline
Increase/Decrease font size
Borders, colour, shading
Applying font styles
Format Painter

Additional Features

AutoCorrect
Window Panes
Sending via Email
Find & Replace
Freezing panes
Splitting windows
Arrange All

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack, or to book courses, please telephone:

Moa Larsson on (020) 7831 - 4546 or Email: Moa@sandg.co.uk

or visit our website: www.ComputerCourses.co.uk