

**COMPUTER TRAINING SERVICES**

City Training Centre, London EC1



training

**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 on (020) 7831 4546 or Email: [Moa@sandg.co.uk](mailto:Moa@sandg.co.uk)**

**or visit our website: [www.computercourses.co.uk](http://www.computercourses.co.uk)**