

Microsoft Excel



Introduction

PREREQUISITES

- A working knowledge of Windows is required, or our Introduction to MS Windows course.
- No experience of MS Excel is required.

BENEFITS

- At the end of this course you will have a good working knowledge of Excel basics. You will feel more confident using Excel and be able to create a spreadsheet from scratch.
- Understanding and using some of the built in calculation and formula functionality will allow you to be more productive in your work and home Excel environments.
- Spreadsheets that you create will be easier to use and look more presentable.

COURSE CONTENT

Starting To Use Microsoft Excel

- The Excel cell referencing system
- Worksheets and Workbooks
- Switching between open workbooks
- Using the Quick Access Toolbar effectively

Formatting

- Font formatting options (bold, colour, size, etc)
- Cell formatting options (border, background)
- Merge Cells
- Centring a title over a range of cells
- Text wrapping within a cell
- Aligning cell contents vertically
- Using the Format Painter

Manipulating Rows And Columns

- Inserting rows/columns into a worksheet
- Deleting rows/columns within a worksheet
- Modifying column widths
- Modifying column widths using 'drag and drop'
- Automatically resizing the column width to fit contents
- Modifying row heights

Manipulating Cells and Cell Content

- Moving the contents of a cell or range within a Workbook
- Copying/ Moving data between worksheets (in the Same/ Different workbooks)
- Entering numbers and text into cells
- Default text and number alignment
- Entering a date in the correct format eg Why not to use the .
- Sorting data lists
- Searching and replacing data

Number Formatting

- Number formatting
- Decimal point display
- Applying and removing comma style formatting (to indicate thousands)
- Currency symbol
- Date styles
- Selecting multiple cell ranges

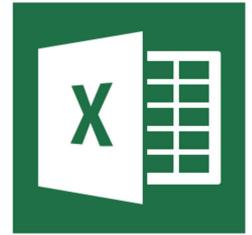
Formulas

- Creating formula using the operators for Add + Subtract - Multiply * Divide /
- The easy way to create formulae
- Copying/ Replicating formulae using the fill handle



Microsoft Excel

Introduction - Continued



Functions

- What are functions?
- Common functions (Use of Sum, Average, Max & Min function)
- Count function
- Copying/ Replicating functions

Charts

- Inserting a column chart, line, bar or pie chart
- Resizing a chart
- Deleting a chart
- Chart titles and labels
- Changing the chart background colour
- Changing the column, bar, line or pie slice colours in a chart
- Changing the chart type
- Modifying charts using the Layout tab

Page Setup & Printing

- Set Worksheet margins
- Worksheet orientation (Portrait/ Landscape)
- Worksheet page size
- Add Headers and footers (to include page numbers, date/ time of print, filename, etc)
- Scaling your worksheet to fit a page(s)
- Displaying gridlines when printing
- Printing titles on every page when printing
- Printing the Excel row and column headings
- Viewing workbooks side by side
- Selecting individual worksheets or the entire workbook
- Selecting which pages to print

Cell References

- Absolute
- Relative
- Working With Range Names

Worksheet Operations

- Insert & Rename
- Rename sheets
- Copy/ Move worksheets Within the Current File And To External Files
- Make changes to multiple sheets simultaneously
- Freeze Panes
- Split Window
- Change sheet tab colours

