Introduction to Excel

Duration   1 day

Suitable For
Delegates with limited or no previous experience of Excel; however keyboard and mouse skills are required.

Objectives
By the end of this course delegates should be confident in their ability to create and manipulate worksheets and produce printed reports.

Other Versions Available
2003, 2007

Further Learning
Intermediate Excel

Course Content

- **Introduction**
  Shortcuts
  Drag and Drop
  Filling a Range

- **Basic Skills**
  Cursor Movement
  Using Go To
  Highlighting Areas of the Worksheet
  Entering Data
  Editing a Cell Entry
  Deleting a cell or Range of Cells
  Undo and Redo
  Repeating the last command
  Drag and Drop
  AutoFill and AutoComplete
  Inserting & Deleting Rows & Columns
  Opening, Closing and Saving Files
  Using Zoom

- **Entering Formulae**
  Entering Simple Calculations
  Copying a Formula
  Circular References
  Using AutoSum
  Statistical Functions
  Relative and Absolute
  Printing Cell Formulae
  Using Auto-Calculate

- **Formatting**
  Bold, Italics and Underline
  Increase and Decrease Font Size
  Adding Grid Lines
  Adding Shading and Font Colours
  Adjusting Column Widths and Row Heights
  Changing Cell Alignment
  Formatting Number s & Custom Formats
  Applying Cell Styles
  Find, Replace and Go To
  Moving and Copying
  Fixing Worksheet Titles
  Copying Data into Word

- **Sorting and Filtering**
  Filter
  Formatting a Table
  Sorting
  Adding Sub-Totals
  Removing Duplicates

- **Printing**
  Page Setup
  Scale to Fit
  Sheet Options
  Page Layout View
  Page Break Preview
  Headers and Footers

- **Creating Charts**
  Creating an Embedded Chart
  Creating a Chart as a Separate Sheet
  Moving a Chart
  Formatting a Chart