

Course Objectives

This introductory MS Excel course is for anyone who needs to understand the way Excel works. It's suitable for complete beginners.

By the end of this course you will be able to navigate a spreadsheet, use the ribbon and the quick access toolbar. You will be able to enter and edit data as well as copy and move it. You will learn about absolute and relative referencing and be able to determine the order of calculations. You will learn how to create basic formulas and use basic functions such as the auto-sum, minimum, maximum, average and count Functions. You will also learn how to format worksheets, create basic charts and lastly manage large worksheets.

Estimated course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Getting Started

- Spreadsheet Terminology
- Creating, Saving and Closing Workbooks
- Switching Between Open Windows
- The Excel Environment
- Getting Help
- Navigating a Worksheet
- The Ribbon
- Customising the Ribbon
- Backstage View
- Live Preview
- Quick Access Toolbar
- Mini Toolbar
- File Formats
- Status Bar
- Using Undo and Redo

Working with Data

- Entering Data
- Selecting Data
- Copying and Moving Data
- Editing Cells
- Find and Select
- Creating Custom Lists
- Working with Comments

Working with Columns and Rows

- Managing Columns and Rows
- Inserting Columns and Rows
- Deleting Columns and Rows

Worksheets

- Insert or Delete a Worksheet
- Copying and Moving Worksheets
- Managing Worksheets

Formulae and Functions

- Understanding Formulas
- Order of Calculation
- Entering and Editing Formulas
- Moving and Copying Formulas
- Absolute and Relative Cell References
- Using Autosum
- Sum Function
- Min and Max Function
- Average Function
- Count Function

Formatting

- Font Formatting
- Font Alignment
- Text Wrapping
- Merge and Centre Data
- Text Orientation
- Formatting Numbers and Dates
- Conditional Formatting
- Cell Styles
- Format Painter

Charts

- Charts Basics
- Formatting Charts
- Recommended Charts

Preparing to Print

- Print Preview
- Page Break preview
- Page Setup Options
- Printing Worksheets
- Setting Up Print Areas
- The Spell Check