trainingu

Microsoft Excel Foundation Course Outline

Duration: 1 Day

Benefit: This course is designed for those delegates who wish to acquire the basic skills to use Excel effectively. It would benefit anyone wishing to learn the basics of creating spreadsheets.

Objectives: On completion of this course, attendees will be able to create a spreadsheet, format text and numbers, perform basic calculations and present data in a graphical format.

Pre-requisites: Attendees do not need any previous experience of Excel but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

- **The Excel Screen**
  - Spreadsheet terminology explained
  - Navigating the Excel environment
  - Getting Help
- **Creating Basic Spreadsheets**
  - Entering, editing and deleting text, numbers and dates
  - Methods of selection
  - AutoFill and custom lists
  - Checking spelling and grammar
  - Using cut, copy and paste
  - Saving, closing and opening
- **Formatting a Spreadsheet**
  - Applying text formatting
  - Changing numerical formatting
  - Applying borders and shading
  - Changing column widths and row heights
  - Inserting/deleting rows and columns
  - Using AutoFormat
  - Merging cells and wrapping text
- **Working with Worksheets**
  - Inserting and deleting worksheets
  - Renaming worksheets
  - Moving and copying worksheets
  - Using grouped worksheets
- **Formulae and Functions**
  - Creating basic calculations
  - AutoSum function
  - Copying formulae
  - Relative and Absolute cell references
- **Viewing and Printing**
  - Workbook views
  - Print preview and page break preview
  - Page margins and page orientation
  - Creating headers and footers
  - Inserting page numbering
  - Printing worksheets/workbooks
- **Working with Larger Spreadsheets**
  - Using the zoom control
  - Applying Freeze Panes
  - Inserting and removing page breaks
  - Printing Titles
  - Setting Print Areas
  - Inserting and editing Comments
  - Hiding and unhiding columns and rows
- **Introduction to Charts**
  - Creating charts using the chart wizard
  - Formatting charts
  - Printing Charts

Spectrum House Dunstable Road Redbourn St Albans Hertfordshire AL3 7PR 01582 620326
enquiries@trainingu.co.uk www.trainingu.co.uk