

Microsoft Excel - Introduction

This course is designed to give users a good introduction to the basic concepts of Excel. It explores the structure of the Excel workbook and demonstrates basic techniques required for working with spreadsheets.

Exploring Excel

- Finding and using commands
- Moving around a worksheet
- Navigating the workbook

Basic Workbook Skills

- Creating a workbook
- Selecting cells and ranges
- Opening, closing and saving workbooks
- Entering data into cells
- Entering values into ranges

Creating Simple Formulas

- Writing formulas in cells
- Using the Formula Bar
- AutoSum and other basic functions
- The Paste Function tool
- Automatic calculation

Copying and Moving Data

- Copying and cutting data
- Absolute cell references
- Filling cells
- Using drag-and-drop
- Undo and Redo
- Find and Replace

Managing Worksheets

- Naming worksheets
- Copying and moving worksheets
- Grouping worksheets
- Moving data between sheets
- Adding and deleting worksheets
- Creating 3-D formulas

Printing

- Choosing what to print
- Previewing and printing
- Page Setup
- Margins and page orientation
- Headers and footers
- Repeating column/row headings
- Page Break Preview
- Printing gridlines

Formatting Data and Cells

- Formatting numbers
- Formatting text
- Colouring data and cells
- Wrapping and shrinking text
- Merging cells
- Using indents
- Applying borders to cells
- The Format Painter
- Conditional formatting

Working with Columns and Rows

- Selecting columns and rows
- Changing column width and row height
- Hiding and unhiding
- Inserting and deleting

Using Large Spreadsheets

- Changing the magnification
- Full Screen view
- Splitting the window
- Using Freeze Panes

Named Ranges

- Naming a range of cells
- Jumping to a named range
- Using range names in formulas
- Re-defining and deleting range names

Working with Data Series

- Creating a linear series
- Working with Date series
- Using Autofill