

MS Excel Beginners

Price: £215 + vat

Duration: 1 Day

Microsoft Excel is a very powerful spreadsheet application designed to save you time and make creating spreadsheets and other documents easy.

This is an introductory course that will provide you with a working understanding of the basic features of MS Excel.

Course Content:

Introduction to Excel

- The Excel Screen
- Toolbars and Menus
- Scroll Bars
- Worksheet, Columns, Rows and Cells
- Saving, Opening, Closing a Workbook
- Moving around the Worksheet

Entering Data

- Entering Data using In-Cell and Formula Bar
- Editing Data in cells
- Selecting Cells
- Clearing Cells

Working with Rows and Columns

- Change Column Width
- Change Row Height
- Delete and Insert

Moving and Copying Data

Formatting Cells

- Formatting using Toolbar
- Formatting using Dialog
- Applying Text Formats
- Applying Currency Formats
- Applying Date Formats
- Merge and Centre
- Borders and Shading
- Format Painter

Working with Worksheets

- Renaming Worksheets
- Inserting Worksheets
- Move and Copy Worksheets
- Delete Worksheets

AutoFill

- How to use the AutoFill Handle
- Using AutoFill to Copy Sequence
- Using AutoFill to Replicate
- Customer AutoFill Lists

Using Formulae and Functions

- How to Enter a Formula
- Working with Formulae
- How to Use Autosum
- What are Functions
- Using simple Functions (Average, Min, Max)

Printing

- Print Preview
- Page Set Up
- Page Breaks
- Printing

Simple Charts

- Using the Chart Wizard to create charts
- Formatting a Chart

Course Prerequisites:

- Delegates should have reasonable general PC skills.
- No prior knowledge of Excel is required.