Microsoft Excel - Fundamentals

Course Aim

Excel Basic is a great starting point to learn Excel. Many participants have used Excel before and still learn lots from this course.

The first aim is to teach people the correct way of using Excel and to get rid of any bad habits.

Learn some time-saving shortcuts, tips and tricks.

Create a basic worksheet by entering and editing text and values.

Learners will learn how to perform basic calculations by using formulas and Excel functions.

Course Prerequisites

Some basic PC or Mac keyboard and mouse skills are beneficial but not required for this course.

Course Duration

One day: 9:00am - 4:30pm

Inclusions

Each participant will receive a comprehensive course manual and exercise files.

What to Bring

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics

Excel Environment
- Using the Ribbon and Quick Access toolbar
- Excel Views
- Navigation between sheets and workbooks

Entering Data
- Constructing Spreadsheets
- Entering numbers, text and dates
- Keyboard commands
- Copy and Paste text, values and formulas

Formulas and Functions
- Cell addresses and references
- Constructing Basic Formulas & Functions
- Formula Bar
- Copy and Paste data and formulas

Workbooks
- Naming & colour-coding worksheets
- Grouping worksheets
- Formulas across worksheets and workbooks.
- Moving and copying worksheets

Apply formatting
- Formatting Numbers
- Cell Alignment
- Borders
- Fonts and Colours

Charts
- Creating Basic Charts
- Chart Types
- Chart Data
- Format Chart Components

Page Setup & Printing
- Freeze Panes
- Page Setup
- Margins
- Headers and Footers
- Sheet printing options
- Print Area
- Page Break Preview