

Introduction to Excel

INTRODUCTION TO EXCEL TRAINING COURSE OUTLINE

Course Content: This 1 Day course will equip the user to learn the basics of Microsoft Excel and is suitable for complete beginners of Microsoft 2010 through to Microsoft 2019 and Excel 365.

The course will cover the fundamentals of Excel, covering Spreadsheet layout, how to format your data and present it in a professional layout. The course will cover formula creation and you will learn how to compile basic functions such as Sum, Average, Count etc.

Course Objective: After the course, you will gain a better understanding of using spreadsheets, they will be easier to use and you will feel more confident in your ability to create a spreadsheet or modify an existing one. You will gain an understanding of the tools and purpose of Excel and how to use built in formula and calculations.

Pre-requisites: Suitable for complete beginners. No experience of Excel is necessary however delegates should have a working knowledge of Windows and good understanding of using the mouse and keyboard.

Getting Started With Excel 2013

- Tour of the Excel Screen
- Data Types (Numbers, Text, Dates)
- Worksheets and Workbooks
- Create, Open and Save A Workbook
- Getting Help within Excel 2013

Topic 1: Excel 2013 Selection Techniques

- Navigation Techniques
- Selecting Cells and Ranges
- Selecting non-adjacent cells and ranges
- Select Rows and Columns
- Keyboard shortcuts to select Ranges

Topic 2: Manipulate Rows and Columns

- Insert Rows/Columns/Sheets
- Delete Rows/Columns/Sheets
- Adjust Column/Row Size
- Using Autofit to Fit Contents

Topic 3: Manipulate Cells & Cell Content

- Insert / Edit & Delete Cell Content
- Cut, Copy, Paste Cells/Rows/Columns
- Move & Copy Data between sheets
- Move & Copy Data between workbooks
- Autofill Dates, Text, Numbers
- Autofill Options
- Sorting A Range of Cells
- Find and Replace Data

Topic 4: Excel Worksheets & Workbooks

- Navigating Between Worksheets
- Insert/ Rename /Delete Worksheets
- Move & Copy Sheets in same Workbook
- Move & Copy Sheets between Workbooks

Topic 5: Font Formatting within Excel

- Font Formatting Options
- Bold, Italic, Underline Formatting
- Border formatting
- Font & Cell Colour formatting

- Format Painter

Topic 6: Alignment with Excel

- Alignment Options
- Merge & Centre Tool
- Cell Orientation
- Text Wrap

Topic 8: Formula

- How to Create a Formula
- Using the Formula Bar
- Formula Operators = (+ - * /)
- Formula Errors
- Using Fill Handle to Copy Formula
- Absolute and Relative Cells

Topic 9: Common Functions

- Introduction to Functions
 - Sum
 - Average
 - Max
 - Min
 - Count
- Using the Autosum tool

Topic 7: Number Formatting within Excel

- Using the Format Cells Dialog
- Decimals
- Comma Style
- Currency Styles
- Date Styles
- Percentage Style

Topic 10: Charts

- Chart Types (Line, Bar, Pie, Column)
- Basic Chart Elements
- Resize and Delete Charts
- Using the Design Tab to Format Charts
- Change Chart Style and Type
- Chart Titles and Labels
- Chart Elements
- Move Charts

Topic 11: Page Layout & Printing

- Printing Selections
- Print Pages
- Page Orientation
- Margins & Scaling
- Print Preview