

Excel Introduction

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates must be experienced with using a mouse and working in the Windows environment.
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

PC Basics

starting and exiting Excel • the Excel screen • menu bars • dialog boxes • getting help • tools and toolbars • starting, opening and closing workbooks

Creating Simple Worksheets

the cell pointer • moving around the worksheet • entering & editing data • AutoComplete • AutoCorrect • undo feature • entering values • changing columns widths • numeric values • adjusting rows heights • AutoFit

Worksheet Formatting

selecting cells • changing data attributes • changing the font and size of data • adding borders and shading • using the format painter

Working with Calculations

writing simple formulae • copying formulae • fill handle • creating formulae for addition, subtraction, multiplication & division • AutoSum • using the formulae palette • order of precedence

Printing Documents

viewing workbooks in print preview • changing the page orientation • enlarging and reducing data • centring data on the page • adding headers and footers

Copying & Moving Data

using drag and drop to rearrange data • using copy and paste to create multiple copies of data • using the fill handle