

MS Excel - Introductory Level

This course introduces delegates to Excel and covers the following topics:

- Identify basic worksheet and workbook concepts and terms
- Enter & edit data
- Modify the worksheet
- Use functions to calculate and return values
- Format cells to enhance the appearance of your worksheet
- Use drawing features and other enhancements
- Change the page set-up to define how the printed worksheet appears

Course Topics

Review Existing Knowledge

- Explore Users existing knowledge
- Explore users Work requirements

New Features in Excel 2013

- The Office Task Panes
- Smart Tags
- New Worksheet Features
- New Argument and Function Features
- Other New Features and Enhancements in Excel 2013

1:Excel Essentials

- What are Workbooks and Worksheets?
- Identifying Parts of the Screen
- Identifying the Excel Components of the ribbon
- Getting Help
- Using Selection Techniques
- Entering Data and Values
- Quickly Adjusting a Column Width
- Finishing a Workbook
- Saving a Named Workbook
- Creating a New Workbook
- Opening a Workbook

Audience

Those that have not used excel and wish to gain the basic so that they can start creating routine spreadsheets.

Those that have been using excel but have had no formal training and wish to prepare themselves for the Intermediate course

Course duration

One day

Pre-requisites

Delegates should have an understanding of any of the following operating systems:

Windows
98/NT/2000/ME/XP/VISTA/
Windows 7/ 8 or 8.1



continued over 

Course Topics continued:

2: Basics of creating a formulae and Editing

- Creating Simple Formulas
- Creating a Formula by Pointing
- Using Functions
- Using the AutoSum Button
- Using the Formula Palette
- Editing Data on the Worksheet
- Editing the Data in a Cell
- Editing a Formula
- Clearing the Contents from a Cell or Range
- Using Undo and Redo

3: Managing the Worksheet

- Navigating in a Worksheet
- Using the Scroll Bars and Boxes
- Changing Worksheets
- Using Go To
- Changing the Worksheet Structure
- Deleting Cells, Rows, and Columns
- Performing a Simple Sort
- Creating and Using Named Ranges
- Automatically Naming Ranges
- Navigating with Named Ranges
- Using Range Names in Formulas
- Pasting a List of Named Ranges
- Deleting and Editing Range Names
- Creating Named Constants

4: Formatting the Worksheet

- Moving and Copying Data
- Copying Data
- Copying Data with AutoFill
- Creating a Series with AutoFill
- Defining Relative, Mixed, and Absolute References
- Copying Formulas
- Changing the Appearance of Data
- Changing Row Height
- Applying Fonts
- Adding Enhancements
- Aligning Data in Cells
- Merging and Centering Cells
- Rotating and Indenting Text
- Adding Borders and Shading
- Using Drawing Tools

5: Printing the Worksheet/book

- Printing a Single Worksheet
- Using Print Preview
- Creating Headers and Footers
- Removing the Grid
- Printing a Selection
- Using Print Areas
- Using Advanced Printing Techniques
- Aligning the Printout
- Fitting a Document onto a Desired Number of Pages
- Working with Page Breaks
- Working with Page Breaks in Normal View
- Setting Print Titles
- Removing Print Titles

Exam details

There is no exam at the end of this course.