
This course is suitable for anyone new to Microsoft Excel and also for those who may currently use Excel from time to time but have a limited working knowledge of the application.

Over one day, we will cover all of the essential topics required to use Excel effectively on a day-to-day basis including: data entry, formatting, changing page settings & writing formulas. We will also look at shortcuts and quicker ways of performing everyday tasks and concentrate on common problem areas such as working with longer lists, error checking etc.

Excel Basics

- ✓ Introduction
- ✓ The Excel Screen
- ✓ Creating a Workbook
- ✓ Saving a Workbook
- ✓ Closing a Workbook
- ✓ Opening a Workbook
- ✓ Preview & Print a Workbook / Worksheet

Entering / Editing Data

- ✓ Moving around the worksheet
- ✓ Different Data Types
- ✓ Entering Data
- ✓ Editing Data
- ✓ Selecting Cells
- ✓ Deleting cell contents

Excel Essentials

- ✓ Moving and Copying Cells
- ✓ Using Cut, Copy Paste
- ✓ Drag and Drop
- ✓ Fill Handle
- ✓ Resizing Columns / Rows
- ✓ Inserting Columns / Rows

Formatting

- ✓ The Formatting Toolbar
- ✓ Changing Font Attributes
- ✓ Changing the Alignment
- ✓ Working with Background Colours & Borders
- ✓ Formatting Numbers
- ✓ Using the Format Painter
- ✓ Deleting Formats
- ✓ Using AutoFormat

Viewing and Modifying Worksheets

- ✓ Zoom Setting
- ✓ Splitting a Worksheet
- ✓ Freezing Panes
- ✓ Print Titles
- ✓ Hiding and Un-hiding Columns and Rows
- ✓ Displaying Gridlines

Formulae and Functions

- ✓ Formula Basics
- ✓ Use of brackets in multiple calculations
- ✓ Functions
 - ✓ Sum
 - ✓ Min
 - ✓ Max
 - ✓ Average
 - ✓ Count / Counta
 - ✓ AutoSum – Expanded AutoSum
- ✓ Copying Formulae
- ✓ Relative vs. Absolute cell addressing

Custom Lists

- ✓ Lists in Excel
- ✓ Using AutoComplete
- ✓ Creating Custom Lists
- ✓ Using Custom Lists

Getting Help

- ✓ Using the Help Facility
- ✓ Printing a Help Topic