



## MICROSOFT EXCEL - INTRODUCTION

*Course Duration: 1 Day*

### 1. Introduction

- What is a Spreadsheet?
- Starting/Exiting Excel
- Exploring the Excel Screen
- Getting help
- Active Cell, Column and Row Headers, Sheet Tabs
- SpeedKeys, Dialogue Boxes

### 2. Starting a Workbook

- Creating a New Workbook
- Moving around the sheet
- Scrolling; The Mouse Pointer
- Selecting Cells with the Mouse
- Selecting Cells with the Keyboard
- Spreadsheet Data Types
- Entering/Editing Data
- Editing Long Entries
- Saving, Closing, Opening and Deleting a Workbook

### 3. Working with Worksheets and Cells

- Using Go To
- Moving Data with Drag-and-Drop
- Cut, Copy and Paste
- Using the Office Clipboard
- Using Find and Replace
- Clearing Data
- Spell Check
- Using AutoFill
- Creating/Working with Custom Lists

### 4. Building Calculations

- Entering a Calculation
- AutoSum, Min, Max, Count, Average
- Understanding BODMAS
- Absolute & Relative Cell Addresses (use of the \$ symbol)
- Circular References

### 5. Formatting the Worksheet

- Enhancements
- Alignment
- Formatting Numbers
- Resizing Columns/Rows/Worksheets
- Using the Format Painter

### 6. Structuring the Worksheet

- Inserting/Deleting Rows and Columns
- Inserting/Deleting Worksheets
- Renaming Sheets
- Colouring Sheet Tabs

### 7. Printing

- Print Preview
- Changing Page Setup
- Setting/Clearing Print Areas
- Headers/Footers
- Page Breaks
- Repeating Row/Column Titles

### 8. Productivity Features

- Protecting Worksheet
- Protecting Files
- Hiding Data
- Group Mode
- Freezing Panes
- The Series Command
- AutoCorrect