

Microsoft Excel Introduction

OBJECTIVES

Create and edit basic Excel worksheets and workbooks whilst learning and thoroughly understanding BODMAS together with absolute and relevant cell references.

Duration: 1 Day

1. INTRODUCTION

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

2. STARTING A WORKBOOK

- Create a New Workbook
- Move around the sheet
- Scrolling; The Mouse Pointer
- Select Cells with the Mouse/Keyboard
- Spreadsheet Data Types
- Enter/Edit Data
- Edit Long Entries

3. WORKING WITH WORKSHEETS AND CELLS

- Use Go To
- Move Data with Drag-and-Drop
- Cut, Copy and Paste
- Use the Office Clipboard
- Use Find and Replace
- Clear Data
- Spell Check
- Use AutoFill
- Create/Work with Custom Lists

4. BUILDING CALCULATIONS

- Enter a Calculation
- AutoSum, Min, Max, Count, Average
- Understanding of BODMAS
- Absolute/Relative Cell Addresses (Use of \$ symbol)
- Circular References

5. FORMAT THE WORKSHEET

- Enhancements
- Alignment
- Format Numbers
- Resize Columns/Rows/Worksheets
- Format Painter

6. STRUCTURE THE WORKSHEET

- Insert/Delete Rows and Columns
- Insert/Delete Worksheets
- Rename Sheets
- Colour Sheet Tabs

7. PRINTING

- Print Preview
- Change Page Setup
- Set/Clear Print Areas
- Headers/Footers
- Page Breaks
- Repeating Row/Column Titles

8. PRODUCTIVITY FEATURES

- Protect Worksheet/Files
- Hide Data
- Group Mode
- Freeze Panes
- Series Command
- AutoCorrect