



K.I.S.S. Training

Excel - The Basics

Learning Objectives

This 1 day course covers all the fundamental Excel skills. Delegates will learn how to create and modify simple but fully featured spreadsheets. It is suitable for anyone who will benefit from the functionality of Excel as a tool to assist with the calculation and presentation of numerical data. Delegates will gain the confidence to produce and print professional looking spreadsheets.

Pre-Requisites

Delegates should be familiar with Microsoft Windows.

Topics:

Terminology	Understand the concept of using worksheets, explore menus, toolbars, the task pane, mouse pointers & smart tags. Setting Excel defaults.
On Line Help	Using the Office Assistant.
Worksheets	Learn how to move between cells & worksheets, highlight/select text & data. Learn how to change sheet names, move, copy, insert & delete sheets.
Creating, Saving, Opening & Opening Workbooks	Use the task pane to create & open recently used workbooks. Learn the difference between Save & Save As features.
Controlling the Worksheet Display	Use view, zoom, freeze and split features to see different parts of your worksheet more easily.
Entering Data / Text / Dates	Learn how to insert text and dates, insert & delete cells, rows & column.
Formatting	Learn how to make the workbooks & worksheets look professional using fonts, bold, italic, underline, borders, colours, alignment & the merge cells feature. Changing the column width and row height. Formatting numbers.
AutoFill	Use AutoFill to quickly enter repetitive data & formulas.
Copy, Move, Paste	Learn how to cut, copy, paste, move, drag & drop cells.
Functions	Learn how to create simple formulae. Use the AutoSum button to sum rows and columns. Use Min, Max, Average, Count & Counta functions to perform common calculations.
Sorting	Use the sort feature to sort data in ascending or descending order and learn how to create a custom sort.
Printing	Setting and clearing print areas, previewing to make final adjustments, page setup, margins, gridlines, row & column headings. Adding headers & footers to worksheets.
Charts	Create instant charts - basic bar & pie charts.

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