

Introduction

Duration 1 day

Pre Requisites

Delegates should first attend the Windows Introductory course or have attained a similar level of expertise.

Objectives

By the end of this one day course delegates will feel confident in their ability to create and manipulate worksheets and produce printed reports. The course assumes no previous knowledge of Excel; however, keyboard skills would be an advantage.

Versions Available

97, 2000, XP, 2003, 2007

Further Learning

Excel Intermediate

Course Content

- **Introduction**

- What is a Spreadsheet?
- Starting Excel
- The Ribbon
- Quick Access Toolbar
- The Screen Elements
- The Worksheet Tabs
- The Office Button
- Help

- **Basic Skills**

- Cursor Movement
- Using Goto
- Highlighting Areas of the Worksheet
- Entering Data
- Editing a Cell Entry
- Deleting a cell or Range of Cells
- Undo and Redo
- Repeating the last command
- Drag and Drop

AutoFill

AutoComplete

Inserting & Deleting Rows & Columns

Opening, Closing and Saving Files

Creating a New File

Smart Tags

- **Entering Formulae**

- Entering Simple Calculations

- Copying a Formula

- Circular References

- Using AutoSum

- Statistical Functions

- Relative and Absolute

- Printing Cell Formulae

- Using AutoCalculate

- **Formatting**

- Bold, Italics and Underline

- Increase and Decrease Font Size

- Adding Grid Lines

- Adding Shading and Font Colours

- Adjusting Column Widths and Row Heights

- Changing Cell Alignment

- Formatting Number

- Applying Cell Styles

- Find, Replace and Go To

- Moving and Copying

- Copying Spreadsheet Data into Word

- **Sorting & Filtering**

- Formatting Data as a Table

- Sorting

- Using AutoFilter

- **Printing**

- Themes

- Page Setup

- Scale to Fit

- Sheet Options

- Headers and Footers

- Worksheet Views

- Using Zoom

- **Charts and Drawing**

- Creating a Chart

- Moving a Chart

- Formatting a Chart