

## Introduction

---

**Duration** 1 day

### Pre Requisites

Delegates should be familiar with the basics of using Microsoft Excel, but do not need to have experience of entering formulae.

### 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 experience of Excel; however, typing skills would be an advantage.

### Other Versions Available

97, 2000, XP, 2003, 2007

### Further Learning

Excel Intermediate

### Course Content

- **Introduction**

- What is a Worksheet?
- The Ribbon & Quick Access Toolbar
- Dialogue Box Launchers
- Back Stage View
- Worksheet tabs
- Shortcuts
- Drag and Drop
- Filling a Range
- Using the right mouse button

- **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

Using Zoom

- **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

- Page Layout View

- Page Break Preview

- Headers and Footers

- **Charts and Drawing**

- Creating a Chart

- Moving a Chart

- Formatting a Chart