

Duration 1 day

Pre Requisites

Delegates should have basic keyboard skills. The course assumes no previous knowledge of Excel.

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
 - Parts of the Screen
 - The Office Assistant
 - Quitting from Excel
- **Basic Skills**
 - Cursor Movement
 - Using Goto
 - Highlighting Areas of the Worksheet
 - Entering Data
 - Editing a Cell Entry
 - Deleting a cell or Range of Cells
 - Undoing the last command
 - Repeating the last command
 - Drag and Drop
 - Filling a Range
 - Insert and Delete
 - AutoComplete
 - Inserting & Deleting Rows & Columns
 - Smart Tags
 - Additional Buttons
- **Opening, Closing and Saving Files**
 - Creating a New File
 - Viewing a List of Open Files
 - Version Compatibility
 - E-Mail a Spreadsheet
 - Document Recovery
 - File Search
- **Entering Formulae**
 - Entering Simple Calculations
 - Circular References
 - Using AutoSum
 - Using Paste Function
 - Statistical Functions
 - Cut and Paste Functions from Help
 - Relative and Absolute
 - Formula Auditing Mode
 - Printing Cell Formulae
 - Using AutoCalculate
 - Error Correction
 - Screen Tips for Function Arguments
- **Formatting**
 - Using the Formatting Toolbar
 - Adjusting Column Widths and Row Heights
 - Changing Cell Alignment Formatting
 - Numbers
 - Changing Fonts and Attributes
 - Borders and Patterns
 - Using the Shortcut Menu
 - Copying Styles
 - Default Font Settings
 - Cut, Copy and Paste
 - Copying Spreadsheet Data into Word
- **Printing**
 - Print Preview
 - Changing the Page Setup
 - Defining Print Titles
 - Defining the Print Area
 - Printing
 - Inserting a Page Break
 - Page Break Preview
- **Sorting & Filtering**
 - Sorting
 - Using AutoFilter
- **Charts and Drawing**
 - Creating a Chart
 - Changing the Chart Type