

Excel Introduction

Duration

- 1 day

Delegates

People who will regularly create spreadsheets incorporating formulae

Prerequisites

Completion of the Introduction to Windows course or familiarity with its contents

Objectives

On completion of the course delegates should be able to:

- Create spreadsheets and write formulae
- Format text and numbers
- Use absolute cell references
- Create graphs

Impact

- Use spreadsheets for number crunching
- Enhance the appearance of spreadsheet data by changing the appearance of the text, and adding lines and shading
- Present data graphically using Excel's charting tools

Programme

- The Excel Screen
 - Ribbon
 - Quick Access Toolbar
 - Formula Bar
- Workbooks
 - Moving Around in a Workbook
 - Saving, Opening & Closing Workbooks
- Entering Data
 - Entering Numbers & Text
 - Revising & Deleting Entries
- Copying & Moving Data
 - Drag and Drop
 - Cut, Copy and Paste
 - AutoFill
- Formulae
 - Arithmetic Operators
 - Statistical Functions
 - AutoSum
 - Absolute Cell Addresses
- Formatting
 - Number Formats
 - Changing the Appearance of Text
- Column/Row Manipulation
 - Changing Column Widths & Row Heights
 - Inserting and Deleting Columns & Rows
 - Hiding Columns & Rows
- Worksheet Views
 - Freezing Worksheet Titles
 - Split Windows
- Printing
 - Print Preview
 - Page Setup
- Charts
 - Creating Charts
 - Chart Wizard
 - Manipulating Charts