

Microsoft Office Excel The Basics Course Outline



Course aims:

This course covers all the basic fundamentals of Microsoft Office Excel. Delegates will learn how to create and modify simple but fully featured worksheets.

Pre-requisites:

Delegates should be familiar with basic Microsoft Windows functionality.

Who should attend:

Anyone who will benefit from an appreciation of 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 worksheets

Duration: 1 day

Terminology	Understand the concept of using worksheets, explore menus and toolbars. Setting defaults for Microsoft Office Excel
On line help	Using the office assistant
Worksheets	Learn how to move between cells and worksheets, how to select text and data, how to rename a sheet, move and copy sheets, insert & delete sheets. Change views, zoom and freeze row and column headings
Data	Learn how to insert text and dates, insert & delete cells, rows & columns
Autofill	Use autofill to quickly enter repetitive data and formulas
Copy & move	Learn how to cut, copy, paste, move, drag and drop cells
Functions	Learn how to create simple formulae. Use the autosum button to sum rows and columns. Use Min, Max, Average, Count and CountA functions for perform common calculations.
Formatting	How to make the workbooks and worksheets look professional using fonts, bold, italic, underline, borders, colours, alignment and the merge cells feature
Sorting	Learn how to sort data in ascending or descending order
Printing	Using print areas, previewing to make final adjustments, page setup, margins, gridlines, row and column headings
Charts	Instant charts and basic bar and pie charts
Saving	The difference between save and save as features
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