



Microsoft Excel Introduction Course Outline

- Duration:** One Day
- Pre-requisites:** Keyboard experience and ideally have a good working knowledge of Windows.
- Objectives:** The main objective of this course is to introduce delegates to the basic commands, functions, and capabilities of Microsoft Excel. It is designed for computer users who are new to spreadsheets, or who only plan to use Excel occasionally.
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The Excel Screen

- Toolbars
- The Menu Bar and Shortcut Menus
- Workbook and Worksheets
- Scroll Bars
- The Formula Bar
- Help

Creating Basic Spreadsheets

- Inserting Text, Numbers and Dates
- Editing Cell Contents
- Methods of Selection
- Undo and Redo
- AutoFill and Custom Lists
- Spelling and Grammar
- Cut, Copy and Paste
- Saving, Closing and Opening

Formatting a Spreadsheet

- Bold / Italics / Underline
- Font Size and Colour
- Cell Alignment
- Text, Numbers and Dates
- Borders and Shading
- Column Widths and Row Heights
- Inserting/Deleting Rows and Columns
- Indent and Rotate Text

Formulae and Functions

- Performing Basic Calculations
- AutoSum Function
- Copying Formulae
- Relative and Absolute Cell References

Viewing and Printing

- Workbook Views
- Print Preview
- Page Break Preview
- Page Margins and Page Orientation
- Headers and Footers
- Page Numbering
- Printing Worksheets/Workbooks

Working with Larger Spreadsheets

- Zoom Control
- Freeze Panes
- Page Breaks
- Printing Titles
- Setting Print Areas
- Inserting Comments
- Hiding and Unhiding Columns and Rows

Introduction to Charts

- Creating Charts using the Chart Wizard