

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Produce and store a worksheet.
- * Access and retrieve data for editing.
- * Edit simple data to a required format and layout.
- * Produce and format a chart.
- * Incorporate simple built-in functions.
- * Organise and maintain data.
- * Develop a template.

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

GETTING STARTED

- * The Excel screen
- * Using the worksheet
- * Moving around your worksheet
- * Selecting cells on you worksheet

OPENING AND SAVING FILES AND EXITING EXCEL

- * Creating a new Workbook
- * Saving a Workbook
- * Opening an Existing Workbook
- * Workbook properties
- * Working with multiple Workbooks
- * Closing and exiting Excel

BASIC FEATURES

- * Summing Figures
- * Using AutoFill
- * Checking the Spelling
- * Printing your Data

ADJUSTING, MOVING AND COPYING CELLS

- * Merging Cells
- * Sizing rows and columns
- * Inserting and deleting rows, columns or cells
- * Moving and copying information

CONSTRUCTING FORMULAE

- * Constructing formulae
- * Absolute and relative references
- * Linking
- * Formulae using names

FORMATTING THE WORKSHEET

- * Formatting the Worksheet
- * Additional formatting options
- * Format painter

CHARTING YOUR DATA

- * Charting your data
- * Modifying and formatting your chart
- * Changing the data included in your chart
- * Additional drawing objects to a chart

GETTING HELP AND PRINTING

- * Learn while your work
- * Viewing and printing your Workbook
- * Setting page options and page breaks
- * Printing your workbook with charts

CUSTOMISING EXCEL

- * Altering Excel's options

LARGE WORKSHEETS

- * Viewing large worksheets effectively
- * Printing large worksheets effectively

WORKING WITH WORKSHEETS

- * Customising your workbook
- * Entering data on multiple sheets as a group

FUNCTIONS

- * Excel and commonly used functions
- * The PMT and IF functions

AUDITING YOUR WORKSHEETS

- * Tracing precedents, dependants, errors
- * Validating your data

TEMPLATES

- * Creating a template and a new workbook using a template
- * Inserting template sheets into your workbook

DATA LISTS

- * Maintaining, sorting filtering and sub-totaling lists
- * Creating custom filters
- * Advanced filtering

CUSTOMISING THE TOOLBAR

- * Adding and removing buttons
- * Resetting the built-in toolbars
- * Creating and deleting additional toolbars
- * Customising existing buttons

PRODUCTIVITY TOOLS

Copying more than just text

- * AutoCorrect and AutoComplete
- * Using comments
- * Searching for and replacing data

SECURITY

- * Cell protection
- * Protecting the sheet or workbook

HELP - THE OFFICE ASSISTANT