

LEARNING OUTCOMES

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

- * Create and navigate Excel files
- * Use time saving features such as AutoSum, AutoFill and Creating formulae
- * Format and customise worksheets
- * Display data in charts
- * Customise toolbars and menus
- * Use formulae effectively
- * Create templates
- * Use productivity tools and apply protection to a worksheet

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

MICROSOFT EXCEL

- * What Is Excel?
- * Excel File Types
- * Excel Environment
- * Toolbars
- * Office Assistant

WORKBOOKS AND WORKSHEETS

- * Creating And Opening Workbooks
- * Working With Workbooks
- * Working With Worksheets
- * Working With Cells
- * Navigating Within A Worksheet
- * Navigating The Workbook

SPREADSHEET DATA AND EDITING

- * Entering Data
- * Using Auto Complete, Auto Correct, Smart tags and Pick Lists
- * Checking The Spelling
- * Cutting, Copying, And Pasting
- * Inserting And Deleting
- * Using Find And Replace
- * Using Undo And Redo

FORMATTING AND CUSTOMISING DATA

- * Selecting Items In Excel
- * Formatting Text
- * Formatting Numbers
- * Manipulating Data
- * Formatting Columns And Rows
- * Formatting With Colours And Patterns
- * Adding And Editing Borders
- * Using Autoformat
- * Using Styles
- * Conditional Formatting
- * Using The Format Painter
- * Using Guidelines
- * Hiding And Displaying Cells

FORMULAS AND FUNCTIONS

- * Entering Formulas
- * Absolute and Relative Referencing
- * Entering Functions
- * Using Named Cells And Ranges In Formulas
- * Using The Series Command
- * Using The Insert Function Wizard
- * Using The Excel Function Categories
- * Correcting Formulas
- * Using The Formula Error Checker
- * Using The Formula Auditing Toolbar
- * Using The Watch Window

PRINTING

- * Using Page Setup
- * Margins
- * Headers And Footers
- * Printing A Spreadsheet

VIEWING WORKSHEETS

- * Customising View Options
- * Displaying And Customising Toolbars
- * Hiding Workbooks And Worksheets
- * Freezing Panes
- * Grouping And Ungrouping Worksheets

DATABASE AND LIST MANAGEMENT

- * Using Databases
- * Creating And Editing A Database
- * Sorting A Database
- * Using Autofilters
- * Advanced Filters
- * Working With Filtered Data
- * Using Data Forms

CHARTS

- * Chart Wizard
- * Chart Toolbar
- * Working With Charts
- * Formatting The Chart

DRAWING AND PICTURE OBJECTS

- * Drawing Toolbar
- * Working With Autoshapes
- * Creating Text Boxes
- * Adding Pictures
- * Layering Objects
- * Grouping And Ungrouping Objects