

## **Microsoft Excel 2011 Introduction (Macintosh)**

**Duration:** 1 Day of Training

### **Course Description**

You will use Microsoft Office Excel 2011 (Macintosh) to create spreadsheets and workbooks that you can use to store, manipulate, and share your data.

### **Target Students**

This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2011 worksheets.

### **Prerequisites**

Prospective students should be familiar with the Mac OS X v10.5 (basic typing skills are recommended). They should be comfortable in the Macintosh environment and be able to use Macintosh to manage information on the computer. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Web browsing experience is also strongly recommended.

### **Delivery Method**

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Course Objectives**

Upon successful completion of this course, students will be able to:-

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- Create a basic worksheet by using Microsoft Excel 2011.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.

## Course Content

### Lesson 1: Getting Started with Excel

Topic 1A: Identify the Elements of the Excel Interface

Topic 1B: Navigate and Select Cells in Worksheets

Topic 1C: Customize the Excel Interface

Topic 1D: Create a Basic Worksheet

### Lesson 2: Performing Calculations in an Excel Worksheet

Topic 2A: Create Formulas in a Worksheet

Topic 2B: Insert Functions in a Worksheet

Topic 2C: Reuse Formulas

### Lesson 3: Modifying a Worksheet

Topic 3A: Edit Worksheet Data

Topic 3B: Find and Replace Data

Topic 3C: Manipulate Worksheet Elements

### Lesson 4: Modifying the Appearance of a Worksheet

Topic 4A: Apply Font Properties

Topic 4B: Add Borders and Colours to Cells

Topic 4C: Align Content in a Cell

Topic 4D: Apply Number Formatting

Topic 4E: Apply Cell Styles

### Lesson 5: Managing an Excel Workbook

Topic 5A: Manage Worksheets

Topic 5B: View Worksheets and Workbooks

Lesson 6: Printing Excel Workbook

Topic 6A: Define the Page Layout

Topic 6B: Print a Workbook

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