

Microsoft Excel Introduction

Duration: 1 Day of Training

Course Description

Excel can help you organise, calculate, analyse, revise, update, and present your data in ways that will help the decision making in your organisation. Of course, knowing exactly how to ask Excel the questions that you need answered, which questions you can even ask, and how to interpret the answers Excel gives is necessary before you can even begin to embark on the journey ahead. This course aims to provide you with the foundational Excel knowledge and skills necessary to begin that journey.

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

This course is suitable for anybody wanting to learn 2016, 2013, 2010 or 2007, as it covers all the aspects and differences between the versions.

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 worksheets.

Prerequisites

To be successful in this course, you should be familiar with using personal computers and have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Delivery Method

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

Course Objectives

- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbook contents
- Manage large workbooks

Course Content

Lesson 1: Getting Started with Microsoft Office Excel

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Enter Cell Data
- Topic E: Use Excel Help

Lesson 2: Performing Calculations

- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas

Lesson 3: Modifying a Worksheet

- Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- Topic B: Search for and Replace Data
- Topic C: Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

- Topic A: Modify Fonts
- Topic B: Add Borders and Colors to Worksheets
- Topic C: Apply Number Formats
- Topic D: Align Cell Contents
- Topic E: Apply Styles and Themes
- Topic F: Apply Basic Conditional Formatting
- Topic G: Create and Use Templates

Lesson 5: Printing Workbooks

Topic A: Preview and Print a Workbook

Topic B: Define the Page Layout

Lesson 6: Managing Workbooks

Topic A: Manage Worksheets

Topic B: Manage Workbook and Worksheet Views

Topic C: Manage Workbook Properties

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