

Course Outline | Excel Introduction

1 day(s)

Overview

This course will provide you with the foundational Excel knowledge and skills necessary for business today. As you apply the robust functionality that's part of Excel to your organization's raw data, you will be able to gain a level of insight into that data that would have been almost impossible years ago. Excel helps you organize, calculate, analyze, revise, amend, and present your data in ways that will help you and the decision makers in your organization steer forward in the right direction

Course Requirements

Learners must be confident using a mouse and keyboards

What will you learn

In particular you will be able to:

- Get working with Microsoft Excel efficiently and effectively
- Optimize your worksheets by creating and using formulas
- Modify worksheets to manipulate and edit data
- Format and style worksheets to get more impact from data
- Produce printed workbooks

Course Outline

Getting Started With Excel

- Starting Excel
- Selecting the Blank Worksheet Template
- The Excel Cell Referencing System
- Entering Numbers and Text
- Default Text and Number Alignment
- Summing a Column of Numbers
- Entering a Date
- Worksheets and Workbooks
- Saving a Workbook to Your Hard Disk
- Closing a Workbook
- Creating a New Workbook
- Opening a Workbook
- Opening a Recently Used Workbook
- Pinning Files and Folders
- Switching between Workbooks
- Saving a Workbook Using another Name
- Saving a Workbook Using a Different File Type
- Getting Help within Excel
- Searching For Help
- The Help 'Table of Contents'
- Printing a Help Topic
- Alt Key Help
- Using Other Excel Templates

Excel Selection Techniques

- Why Are Selection Techniques Important?
- Selecting a Cell
- Selecting a Range of Connecting Cells
- Selecting a Range of Non-Connecting Cells
- Selecting the Entire Worksheet
- Selecting a Row

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- Selecting a Range of Connecting Rows
- Selecting a Range of Non-Connected Rows
- Selecting a Column
- Selecting a Range of Connecting Columns
- Selecting a Range of Non-Connecting Columns
- Recommended Techniques When Creating or Editing Lists

Manipulating Rows And Columns Within Excel

- Inserting Rows into a Worksheet
- Inserting Columns into a Worksheet
- Deleting Rows within a Worksheet
- Deleting Columns within a Worksheet
- Modifying Column Widths
- Modifying Column Widths Using 'Drag and Drop'
- Automatically Resizing the Column Width to Fit Contents
- Modifying Row Heights

Manipulating Cells and Cell Content within Excel

- Copying a Cell or Range Contents within a Workbook
- Deleting Cell Contents
- Moving the Contents of a Cell or Range within a Workbook
- Editing Cell Content
- Undo and Redo
- Copying Data between Worksheets (Within the Same Workbook)
- Moving Data between Worksheets (Within the Same Workbook)
- Moving Data Worksheets (Between Different Workbooks)
- Copying Data between Worksheets (In Different Workbooks)
- AutoFill
- Copying a Data Range Using AutoFill
- Sorting a Cell Range
- Searching and Replacing Data

Excel Worksheets

- Switching between Worksheets
- Renaming a Worksheet
- Recommended Techniques with Naming Worksheets
- Inserting a New Worksheet
- Deleting a Worksheet
- Copying a Worksheet within a Workbook
- Moving a Worksheet within a Workbook
- Copying or Moving Worksheets between Workbooks

Font Formatting within Excel

- Font Formatting Options
- Font Type
- Font Size
- Bold, Italic, Underline Formatting
- Cell Border Formatting
- Formatting the Background Colour
- Formatting the Font Colour

Alignment Formatting within Excel

- Horizontally Aligning Contents in a Cell Range
- Centring a Title over a Cell Range
- Cell Orientation
- Text Wrapping within a Cell

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- Aligning Cell Contents Vertically
- Format Painter

Number Formatting within Excel

- Number Formatting
- Decimal Point Display
- Applying and Removing Comma Style
- Formatting (To Indicate Thousands)
- Currency Symbol
- Date Styles
- Percentages

Freezing Row and Column Titles

- Freezing Row and Column Titles

Excel Formulas

- Creating Formulas
- The Easy Way to Create Formulas
- Copying Formulas
- Operators
- Using Operators in Formulas
- Formula Error Messages
- Relative Cell Referencing within Formulas
- Absolute Cell Referencing within Formulas

Excel Functions

- What Are Functions?
- Common Functions
- Sum Function
- Average Function
- Max Function
- Min Function
- Count Function
- The Count a Function
- The Count blank Function
- What Are 'If Functions'?
- Using the If Function

Excel Charts

- Inserting a Column Chart
- Inserting a Line Chart
- Inserting a Bar Chart
- Inserting a Pie Chart
- Resizing a Chart
- Deleting a Chart
- Chart Title or Labels
- Changing the Column, Bar, Line or Pie Slice Colours in a Chart
- Modifying the Legend Fill Colour
- Changing the Chart Type
- Modifying Charts Using the Layout Tab
- Copying and Moving Charts within a Worksheet
- Copying and Moving Charts between Worksheets
- Copying and Moving Charts between Workbooks

Customising Excel

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- Modifying Basic Excel Options