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 keyboard.

What will you learn

In particular you will be able to:

- Get working with Microsoft Excel efficiently and effectively
- Perform calculations
- 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

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
- Creating,Opening and Closing a Workbook
- Opening a Recently Used Workbook
- Saving a Workbook Using another Name
- Getting Help within Excel

Excel Selection Techniques

- Why Are Selection Techniques Important?
- Selecting a Cell, a Row and a Column
- Selecting a Range of Cells
- Selecting a Range of Rows
- Selecting a Range of Columns
- Selecting the Entire Worksheet
- Recommended Techniques When Creating or Editing Lists

Manipulating Rows And Columns Within Excel

- Inserting Rows and Columns into a Worksheet
- Deleting Rows and 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 or Moving Data between Worksheets (Within the Same Workbook)
- Copying or Moving Data between Worksheets (In Different Workbooks)
- AutoFill
- Copying a Data Range Using AutoFill
- Searching and Replacing Data

Excel Worksheets

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

Alignment Formatting within Excel

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

- Freezing Row and Column Titles

Excel Formulas

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

Excel Functions

- What Are Functions?
- Common Functions
- Sum and Average Function
- Max and Min Function

- Count and Counta Function

- Excel Charts
- Inserting a Column Chart
- Changing the Chart Type
- Formatting Charts

Customising Excel

- Modifying Basic Excel Options