

## Microsoft Excel Foundation Course Outline

- Duration:** 1 Day
- Benefit:** This course is designed for those delegates who wish to acquire the basic skills to use Excel effectively. It would benefit anyone wishing to learn the basics of creating spreadsheets.
- Objectives:** On completion of this course, attendees will be able to create a spreadsheet, format text and numbers, perform basic calculations and present data in a graphical format.
- Pre-requisites:** Attendees do not need any previous experience of Excel but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

### ● The Excel Screen

- Spreadsheet terminology explained
- Navigating the Excel environment
- Getting Help

### ● Creating Basic Spreadsheets

- Entering, editing and deleting text, numbers and dates
- Methods of selection
- AutoFill and custom lists
- Checking spelling and grammar
- Using cut, copy and paste
- Saving, closing and opening

### ● Formatting a Spreadsheet

- Applying text formatting
- Changing numerical formatting
- Applying borders and shading
- Changing column widths and row heights
- Inserting/deleting rows and columns
- Using AutoFormat
- Merging cells and wrapping text

### ● Working with Worksheets

- Inserting and deleting worksheets
- Renaming worksheets
- Moving and copying worksheets
- Using grouped worksheets

### ● Formulae and Functions

- Creating basic calculations
- AutoSum function
- Copying formulae
- Relative and Absolute cell references

### ● Viewing and Printing

- Workbook views
- Print preview and page break preview
- Page margins and page orientation
- Creating headers and footers
- Inserting page numbering
- Printing worksheets/workbooks

### ● Working with Larger Spreadsheets

- Using the zoom control
- Applying Freeze Panes
- Inserting and removing page breaks
- Printing Titles
- Setting Print Areas
- Inserting and editing Comments
- Hiding and unhiding columns and rows

### ● Introduction to Charts

- Creating charts using the chart wizard
- Formatting charts
- Printing Charts