

Microsoft Excel Training

Introduction



Course Objectives

- Create a basic worksheet by entering text and values
- Work with cells and cell data by using a variety of moving and copying techniques
- Perform calculations on data by using functions and formulas
- Change the appearance of worksheet data by using a variety of formatting techniques
- Use a variety of techniques to manipulate multiple worksheets in a workbook
- Apply page display settings to prepare a worksheet for printing

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

None

Course Outline

Excel orientation

- Starting excel
- The excel screen
- Excel menus
- Excel toolbars
- Understanding the workbook
- Moving around a worksheet
- Selecting cells
- Selecting text

Creating a new workbook

- Create a new workbook
- Entering data
- Inserting and deleting columns and rows
- Manipulating columns and rows
- Save a workbook
- Close a workbook
- Open a workbook

Creating a formula

- What is a formula
- BODMAS theory
- Creating a formula
- AutoSum function

Formatting a worksheet

- Change appearance of text
- Undo command
- Borders and shading
- AutoFormat
- Cut, copy and paste text

Preparing to print

- Print preview
- Adjusting page settings
- Set a print area
- Header and footer
- Print a worksheet
- Print a selection