

Microsoft Excel Basic

This course will focus on working quick and efficient in Excel. The Excel basic skills like formatting, printing and the use of the most frequently used formulas will all be discussed.

Course duration

The duration of the course is six hours completed in one day.

Audience and prerequisites

This course is for everyone who wants to work quick and efficient with Excel. Even people who rarely work with excel will benefit from this course. The basics of Excel will pass by including an introduction to the use of formulas with the most used functions. Prior knowledge of the Microsoft operating system (Windows) and general knowledge of the use of the computer is necessary.

Summary

Exploring Excel

- What is Excel
- Screen layout
- Use of the Ribbon
- Use of the Quick Access Toolbar (QAT)
- Getting Help
- Zoom in and zoom out
- Rename sheets
- Reorder sheets
- Create series
- Change the tab colour of a sheet
- Grouping sheets
- Edit a group of sheets
- Ungroup sheets

Data entry and navigation

- Data entry and confirmation
- Edit cell contents
- Clear content / formatting / all
- Undo and Redo
- Navigate with mouse or keyboard
- Select columns, rows, cell and sheets
- Search and replace
- Spell check

File management

- Create, Open, Close and Save files
- Use of templates
- Save as PDF

Row and column operations

- Adjust row heights
- Adjust column widths
- Remove rows and columns
- Insert columns and rows
- Hide rows and columns

Working with sheets

- Move and copy sheets
- Insert sheets

Formulas

- Using basic formulas
- Calculation operators and precedence in Excel
- Using basic functions
- Copying calculations
- Relative and absolute references

Formatting

- Font formatting
- Alignment formatting
- Merge cells
- Word wrap
- Number formatting
- Copy formatting

Page layout and printing

- Page layout (margins, orientation, paper size, etc.)
- Print titles on every page
- Insert and remove page breaks
- Page header and page footer
- Print only a selection of the sheet
- Setting a print range