

## MICROSOFT EXCEL INTRODUCTORY LEVEL COURSE

### Prerequisites:

Attendees should be familiar with a PC and the Windows environment and possess basic keyboard skills.

### Duration:

This course can be delivered as a full day course or as individual 3 hour modules

### Module 1 - Getting Started

- Starting up Excel & Basic uses of Worksheets
- The Excel Window, use of the Tabs & Ribbon
- Using the Quick Access Toolbar
- Creating A New Workbook
- Entering, editing and deleting data
- Using the Undo Feature
- Saving and Password Protecting Workbooks, using Save As and Save
- Autosave (365 version only) and Version History
- Saving a file as a PDF
- Sending a file via email
- Sharing Spreadsheets with other users
- Opening a Workbook
- Closing a Workbook
- Exiting Excel
- Using the different Workbook views
- Selecting Cells and Ranges of data
- Formatting the Workbook, including Changing Font/Font Size, Changing the Number Format, Alignment, Colours and Shading
- Spell Checking the spreadsheet

### Module 2 - Basic Skills

- Copy, Cut and Paste using Text between one or more Workbooks
- Advanced Paste – Pasting values, formats, formula etc.
- Use of the Transpose Feature
- Entering Numeric values as text
- Moving Around the Worksheet
- Automatically inserting lists used on a regular basis, i.e. Jan, Feb, Mar using the AutoFill feature
- Sorting Data into Alphabetical or Numerical order
- Formatting Rows and Columns, including Sizing, Adding, Deleting and Hiding
- Inserting Cell Notes and Cell Comments
- Inserting Symbols
- Using Find & Replace
- Printing and Print Preview
- Page Set-up including Headers and Footers, Page Orientation, Margins and Fit to Page, Setting a Print Area
- Freezing rows and columns in spreadsheets
- Working with Multiple Workbooks
  - Switching between books
  - Comparing workbooks
  - Arrange all
  - Split
- Using the AutoSum feature to automatically add values