

EXCEL COURSES



THE BASICS

Provides basic knowledge of Microsoft Excel; create new workbooks, enter and format data, perform basic calculations and set-up the spreadsheet for printing.

Level:

For beginners

Prerequisites:

Basics of Windows including starting a program, maximising/minimising windows, closing a program, using the Windows file explorer.

Audience:

Most suitable for people who need to create basic spreadsheets with some calculations in order to perform everyday tasks with Excel.

Aim:

of this course is to provide students with basic knowledge of Microsoft Excel to achieve standard daily tasks. At the end of this course they will be able to create new workbooks, enter and format data, perform basic calculations and set the spreadsheet up for printing.

Overview:

Module 1: The Screen and Help

- Spreadsheet Basics
- The Excel Screen
- Movement Keys
- Accessing Help

Module 2: File Management

- Creating a New Workbook
- Opening an Existing Workbook
- Saving & Naming a File
- Closing Workbook

Module 3: Editing a Spreadsheet

- Entering/Editing Data
- Deleting Information
- Clearing Cells
- Working with Blocks
- Selecting
- Adjusting Column Widths
- Using the Auto-Fill
- Moving and Copying Data
- Spell Checking the spreadsheet

Module 4: Basics of Formulas and Functions

- Creating Formulas
- Filling Data & Formulas
- Working with Function Arguments
- Absolute Cell Addressing

Module 5: Formatting Cells

- Applying Attributes
- Working with Fonts
- Borders and Colors
- Adding Cell Shading
- Aligning cell content
- Formatting Numbers
- Customizing Cell Formats
- Inserting/Deleting Rows/Columns
- Using Cell Styles
- Using the Format Painter

Module 6: Page Setup

- Previewing a workbook
- Using the page layout tab
- Using the page layout view
- Setting up the spreadsheet for printing

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day