

Objectives During the two half day sessions, attendees will be taken from fundamentals right through to competent user level.

Prerequisites Attendees should be comfortable using a modern PC system.

Duration 2 separate half day sessions

The topics covered on the course are,

1 Excel Basics

- Spreadsheet Concepts
- Moving Around / Selecting Cells
- Entering Text and Numbers
- Using Pre-defined Lists
- Summing Rows and Columns

2 Calculations & Corrections

- Entering Formulae
- Correcting Mistakes

3 Moving, Copying, and Inserting

- Moving/Copying Cells
- Inserting Rows/Columns/Cells

4 Formatting Worksheets

- Formatting Basics
- Number Formatting
- Alignment of Entries
- Changing Fonts
- Adding Borders to Cells
- Column Width / Row Height

5 Printing Basics

- Previewing the Printout
- Fitting a Spreadsheet on a Page
- Altering Page Margins
- Headers and Footers
- Printing the Worksheet

6 Charting Basics

- Creating Charts
- Chart Settings
- Formatting Chart Elements

7 More about Calculations

- Absolute References
- Using Functions
- Examples of Functions

8 More Features

- Using Comments
- Splitting and Freezing
- Using Zoom
- Conditional Formatting
- Protect Areas of the Workbook

9 More about Printing

- Setting the Print Area
- Using Print Titles
- Controlling Page Breaks

10 More about Charts

- Further Formatting
- Adding Data to an Existing Chart

11 Working with Multiple Worksheets

- Selecting Multiple Worksheets
- The Worksheets Context Menu
- Navigating Multiple Worksheets
- Calculations between Worksheets

12 Data Commands

- Working with Lists
- Sorting Lists
- Sub-Totalling a List
- Filtering a List