

**Objectives** Delegates will be shown how to create/format a Microsoft Excel workbook. Simple calculations using a formula and basic charts are discussed.

**Prerequisites** Some experience using a modern PC system would be a benefit.

**Duration** 1 day

The topics covered on the course are,

## 1 Introduction

- Tour of the Screen
- The Ribbon
- Quick Access Toolbar
- Setting Options

## 2 Excel Basics

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

## 3 Calculations & Corrections

- Entering Formulae
- Correcting Mistakes

## 4 Moving, Copying and Inserting

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

## 5 Formatting Worksheets

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

## 6 Basic Printing

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

## 7 Charting Basics

- Creating Charts
- Chart Settings
- Formatting Chart Elements
- Chart Options