

Excel Introduction

Course Code

SSA5037

Duration

1 Day

Format

Classroom | Classroom/Virtual | Virtual

Overview

Microsoft Excel is a useful tool for generating spreadsheets from a number of data sources. Using calculations and functions, users can easily manage any type of data including budgets, financial data, statistical data, reports, charts, graphs and small lists.

Objectives

Microsoft Excel is a useful tool for generating spreadsheets from a number of data sources. Using calculations and functions, users can easily manage any type of data including budgets, financial data, statistical data, reports, charts, graphs and small lists.

Content

Lesson 1: Getting Started with Microsoft Excel

- Identify the Elements of the Excel Interface
- Create a Basic Workbook
- Get Help in Excel

Lesson 2: Working with Data

- Create Formulas in a Worksheet
- Use Formulas and Functions
- Sort and Filter Data
- Create and Format Tables

Lesson 3: Modifying a Worksheet

- Edit Data
- Insert and Delete Cells, Columns and Rows
- Search For and Replace Data
- Spell Check a Worksheet

Who Should Attend

This course is designed for those who wish to gain the necessary skills to begin working with Excel spreadsheets. It will cover different features of the interface, show users how to print, cover basic calculations and functions, and cover the basics of formatting.

Prerequisites

This course assumes that the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu.

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Lesson 4: Formatting a Worksheet

- Format Text
- Format Cells
- Align Cell Content

Lesson 5: Printing Workbook Contents

- Define the Basic Page Layout for a Workbook
- Refine the Page Layout and Apply Print Options

Lesson 6: Managing Large Workbooks

- Format Worksheet Tabs
- Manage Worksheets
- Manage the View of Worksheets and Workbooks

Lesson 7: Customising the Excel Environment

- Customise Excel Options
- Customise the Ribbon and Quick Access Toolbar
- Customise the Functionality of Excel by Enabling Add-Ins
- Customise Advanced and Trust Centre Options

Lesson 8: Visualising Data with Charts

- Create Charts
- Modify and Format Charts

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- Create a Trendline