



Microsoft Excel Training Course

Introduction 1 day

Intermediate 1 day

Advanced 1 day

Prerequisites

Participants should be competent in using a mouse and keyboard and basic understanding of Windows.

Expected Outcomes

- Create, modify and format a spread sheet
- Create & edit formulas & functions
- Basic formatting
- Create a chart

Course Outline

The Excel Screen

- Moving around a sheet
- Viewing other sheets
- Using the mouse
- File properties

Formatting Cells

- Inserting text and numbers
- Typing text
- Typing numbers
- Fonts & font sizes
- Cell shading
- The format painter

Navigating a Workbook

- Saving a workbook
- Create a new workbook
- Closing a workbook
- Recent documents

Copying & Moving Data

- Copy/cut & paste data
- Paste options button
- Clipboard task pain
- Drag & drop data

Columns & Rows

- Selecting columns & rows
- Change row width/height
- Adjust columns automatically
- Insert & delete rows
- Hide & unhide rows

Page Setup

- Margin options
- Page orientation
- Basic headers & footers
- Page setup options

Basic Calculations

- Order of operations
- SUM/AVERAGE/MAX/MIN/COUNT functions
- Percentage formula
- Auto fill
- AutoCalculate

Basic Graphs

- Understanding graph types
- Create a graph
- Pie/Column/bar/line chart

Paragraph Formatting

- Numeric formats
- Borders and shading
- Cell alignment
- Cell merging
- Text wrapping

Printing

- Print preview
- Sheet & print settings
- Different types of printing
- Selecting print areas

Graphics

- Insert images
- Insert symbols
- Format images
- Move and rotate

Spelling & Proofing

- Checking spelling
- AutoCorrect
- Find & replace text
- Find & replace formatting

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