

# Microsoft Excel - Beginner

## Course Overview - 1-day course

### Looking to understand the basics of Excel

Learn how to analyse, share and manage your day-to-day data using Excel spreadsheets on our One-day course. Our Excel Training Beginner course, includes creating and formatting spreadsheets and charts, learning to sort and filter and gaining an understanding of Excel's advanced formulas and functions. You can build on this course with the Intermediate and Advanced levels when it suits

## Detailed Content

### Getting to Know Excel

- Starting Excel From The Desktop
- Understanding The Excel Start Screen
- The Excel Workbook Screen
- How Excel Works
- Using The Ribbon
- Showing And Collapsing The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Exiting Safely From Excel

### Your First Workbook

- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas
- Easy Formulas
- Saving A New Workbook On Your Computer
- Checking The Spelling
- Making Basic Changes
- Safely Closing A Workbook

### Working With Workbooks

- Opening An Existing Workbook
- Navigating A Workbook
- Navigating Using The Keyboard
- Using Go To
- Recent Files And Folders
- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Using Undo And Redo

### Cells and Ranges

- Understanding Cells And Ranges
- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From One Cell To Another
- Copying From One Cell To A Range
- Copying From One Range To Another
- Understanding Filling
- Filling A Series
- Filling A Growth Series
- Extracting With Flash Fill
- Understanding Moving In Excel
- Moving Cells And Ranges

### Formulas and Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply And Divide
- Understanding Functions
- Using The SUM Function
- Summing Non-Contiguous Ranges
- Calculating An Average
- Finding A Maximum Value
- Finding A Minimum Value
- Creating More Complex Formulas
- What If Formulas
- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References
- Common Error Messages

### Worksheet Appearance

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours

# Microsoft Excel - Beginner

Changing Background Colours  
Using The Format Painter  
Understanding Cell Alignment  
Horizontal Cell Alignment  
Vertical Cell Alignment  
Indenting Cells  
Understanding Number  
Formatting  
Applying General Formatting  
Formatting For Money  
Formatting Percentages  
Formatting As Fractions  
Formatting As Dates  
Using The Thousands  
Separator  
Increasing And Decreasing  
Decimals

## Worksheet Layout

Approximating Column Widths  
Setting Precise Columns  
Widths  
Setting The Default Column  
Width  
Approximating Row Height  
Setting Precise Row Heights  
Understanding Worksheets  
Changing The Worksheet View  
Worksheet Zooming  
Viewing The Formula Bar  
Viewing Worksheet Gridlines  
Inserting Cells Into A  
Worksheet  
Deleting Cells From A  
Worksheet  
Inserting Columns Into A  
Worksheet  
Inserting Rows Into A  
Worksheet  
Deleting Rows And Columns  
More Than One Worksheet  
Worksheet Wisdom

## Sorting and Filtering Data

Understanding Lists  
Performing An Alphabetical  
Sort  
Performing A Numerical Sort  
Sorting On More Than One  
Column  
Understanding Filtering  
Applying And Using A Filter  
Clearing A Filter  
Creating Compound Filters  
Multiple Value Filters  
Creating Custom Filters  
Using Wildcards

## Printing

Understanding Printing  
Previewing Before You Print  
Selecting A Printer  
Printing A Range  
Printing An Entire Workbook  
Specifying The Number Of  
Copies  
The Print Options

## Creating Charts

Understanding The Charting  
Process  
Choosing The Right Chart  
Using A Recommended Chart  
Creating A New Chart From  
Scratch  
Working With An Embedded  
Chart  
Resizing A Chart  
Repositioning A Chart  
Printing An Embedded Chart  
Creating A Chart Sheet  
Changing The Chart Type  
Changing The Chart Layout  
Changing The Chart Style  
Printing A Chart Sheet  
Embedding A Chart Into A  
Worksheet  
Deleting A Chart

## Getting Help

Understanding How Help  
Works  
Accessing The Help Window  
Navigating The Help Window  
Using The Office Website For  
Help  
Using Google To Get Help  
Printing A Help Topic  
Other Sources Of Assistance

## A Guide to Brilliant Spreadsheets

Nothing Beats Good Planning  
Organisation And Design  
Spot On Formulas  
Documented And Easy To Use  
The Appropriateness Of  
Spreadsheets