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

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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

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