

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