



Ms Excel Introduction

Duration - Two Days

PRE-REQUISITES & OBJECTIVES

This course has been designed for users who are new to spreadsheets.

Familiarity with the Windows environment and using a mouse would be helpful.

By the end of the course, participants will understand what a Spreadsheet is; be able to create basic Spreadsheet applications; including Functions and use Excel's Charting and Database features.

Main Features of the Course Include:

WHAT IS A SPREADSHEET?

- ◆ Spreadsheet Terminology ◆
- ◆ What are Sheets and Workbooks ◆
- ◆ Understanding, Rows, Columns and Cells ◆

EXCEL BASICS

- ◆ The Opening Screen ◆ The Windows Interface ◆ Pull-Down Menus ◆
- ◆ Creating a new Worksheet ◆ Moving around the Worksheet ◆
- ◆ Entering Data: Numbers, Dates, Times and Text ◆ Inserting & Deleting Data ◆
- ◆ Moving and Copying Data ◆
- ◆ Working with Autofill ◆ Using the Toolbars ◆ Saving the Worksheet ◆
- ◆ Opening Worksheets ◆ Using the Context-Sensitive Help Facility ◆

CALCULATIONS & FUNCTIONS

- ◆ Standard Formula Conventions ◆ Using Autosum ◆ Applying Formulae ◆
- ◆ Understanding Functions & Using Wizards ◆ Relative v. Absolute Cell Addressing ◆

ENHANCING THE WORKSHEET

- ◆ Formatting Fonts ◆ Applying Number Formats ◆ Applying Borders & Patterns ◆
- ◆ Changing Row & Column Widths ◆ Copying Formats ◆
- ◆ Using Autoformat ◆

PRINTING

- ◆ Print Preview ◆ Page Setup ◆ Changing the Default Printer ◆ Page Orientation ◆
- ◆ Setting Print Areas ◆ Fitting to Page ◆ Headers & Footers ◆ Borders ◆ Page Breaks ◆

CHARTS

- ◆ What is a Chart ◆
- ◆ Selecting Data to be Charted ◆ Creating Charts ◆
- ◆ Adding Data Labels & Titles to a Chart ◆ Formatting Parts of a Chart ◆
- ◆ Changing the Chart Type ◆ Working with 3D Charts ◆

WORKBOOKS

- ◆ Understanding Workbooks ◆ Moving Around in Workbooks ◆
- ◆ Inserting & Deleting Sheets ◆ Naming Sheets ◆

MANAGING DATA USING THE DATABASE FEATURES

- ◆ What is a Database? ◆ Finding & Extracting Data ◆ Sorting Data ◆ Filtering Data ◆