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This course is suitable for anyone new to spreadsheets and also for those who may currently use MS Excel from time to time but have a limited working knowledge of the application.

Over one day, we will cover all of the essential topics required to use MS Excel effectively on a day-to-day basis including: data entry, formatting, changing page settings & writing formulas. We will also look at shortcuts and quicker ways of performing everyday tasks and concentrate on common problem areas such as working with longer lists, formatting etc.

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#### Excel Basics

- ✓ Introduction
- ✓ The Excel Screen
- ✓ Creating a Workbook
- ✓ Saving a Workbook
- ✓ Closing a Workbook
- ✓ Opening a Workbook
- ✓ Customising the Quick Access Toolbar

#### Entering / Editing Data

- ✓ Moving around the worksheet
- ✓ Different Data Types
- ✓ Entering Data
- ✓ Editing Data
- ✓ Selecting Cells
- ✓ Deleting cell contents

#### Excel Essentials

- ✓ Moving and Copying Cells
- ✓ Using Cut, Copy Paste
- ✓ Drag and Drop
- ✓ Fill Handle
- ✓ Resizing Columns / Rows
- ✓ Inserting Columns / Rows
- ✓ Preview & Print a Workbook / Worksheet

#### Formatting

- ✓ The Formatting Toolbar
- ✓ Changing Font Attributes
- ✓ Changing the Alignment
- ✓ Working with Background Colours & Borders
- ✓ Formatting Numbers
- ✓ Using the Format Painter
- ✓ Deleting Formats
- ✓ Using AutoFormat

#### Viewing and Modifying Worksheets

- ✓ Zoom Setting
- ✓ Splitting a Worksheet
- ✓ Hiding and Un-hiding Columns and Rows
- ✓ Displaying Gridlines

#### Formulas and Functions

- ✓ Formula Basics
- ✓ Use of brackets in multiple calculations
- ✓ Functions
  - ✓ Sum
  - ✓ Min
  - ✓ Max
  - ✓ Average
  - ✓ Count / Counta
  - ✓ AutoSum – Expanded AutoSum
- ✓ Copying Formulae
- ✓ Relative vs. Absolute cell addressing

#### Working with Lists

- ✓ Incrementing Numbers and Dates
- ✓ Using AutoComplete
- ✓ Creating Custom Lists
- ✓ Using Custom Lists
- ✓ Freezing Panes
- ✓ Print Titles