

MICROSOFT EXCEL ONLINE

EXCEL FOR BEGINNERS – 1.5 HOUR WEBINAR

OVERVIEW

This course is suitable for those who are totally new to MS Excel. We will cover the essential functionality of Excel at a pace that is suitable for total beginners. If you have a good working knowledge of Excel, then our standard 'Excel Webinar 1' webinar would be better suited to your skill level.

This Introductory level webinar is an excellent foundation for total beginners enabling them to move on and continue to our standard MS Excel Webinars (10 in total).

EXCEL BASICS

- 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
- 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 and Inserting Columns / Rows
- Preview & Print a Workbook / Worksheet
- Changing Page Settings

FORMATTING

- Formatting text, numbers / Fill colours and Borders.
- Space Savers
- Copying formats using the Format Painter / Deleting Formats

FORMULAS AND FUNCTIONS

- Formula Basics
- Functions – The SUM Function