



Excel Beginners / Introduction

Who would benefit?

This course is for those with some working knowledge of Excel who wish to gain more from the facilities available and create more complex spreadsheets.

Objective

To build on the participants' current skills and gain practical use of the features available.

Content

- Creating a simple spreadsheet
 - Add text, numbers and dates
 - Add/delete rows and columns
 - Adjust column width and row height
 - Add/copy/delete and rename worksheets
 - Work with grouped worksheets
 - Useful keyboard shortcuts for selecting and navigating
- Formulas and functions
 - Create simple calculations and understand calculation order and formula syntax
 - AutoSum, Max, Min, Average, Count
 - Simple date formulas
 - Create formulas with percentages
 - Copying formulas and understanding Absolute vs relative references in formulas
 - Calculations across worksheets
- Formatting
 - Applying text, number and date formats
 - Create custom formats
 - Change alignment, merge cells and wrap text
 - Apply borders and shading
- Sorts and filters
 - Single column and multiple column sorts
 - Autofilters
 - Sort and filter by colour
- Charts
 - Create charts
 - Add data
 - Change the chart type
 - Format the chart and display values
- Print worksheets
 - Use page layout and page break previews
 - Set the print range
 - Control headers and footers and print titles

Duration

One day