

Swanston IT

Microsoft Excel for Basic Level Users

Duration: 1 day

What you will cover in this course:

Assuming you have a basic understanding of Windows, you will learn to take advantage of the features listed below.

Module 1 - Getting Started

- Opening an Excel spreadsheet
- Key elements of an Excel spreadsheet
- Navigating around the spreadsheet

Module 2 - Basic Editing

- Inserting data
- Editing data
- Inserting rows and columns
- Adjusting width of columns and rows.
- Saving files

Revision Exercise 1

Module 3 - Introduction to Formulas

- Using values to calculate
- Using Cell addresses
- Relative and absolute

Module 4 - Introduction to Using Functions

- Edit Formula
- AutoSum
- Paste Function feature

Module 5 Introduction to Managing Formulas

- Cut/copy and paste formulas
- Autofill
- Custom lists
- Basic Sorting

Revision Exercise 2

Module 6 - Introduction to Formatting

- The formatting toolbar.
- Format Cells from the Format menu
- Format Paint Brush icon
- Autoformat
- Cell Comments

Revision Exercise 3

Module 7 - Introduction to Charts

- Chart Wizard
- Basic editing
- Printing a chart

Revision Exercise 4

Module 8 - A Workbook with multiple worksheets

- Insert and delete worksheets
- Move and copying worksheets
- Renaming a worksheet

Revision Exercise 5

Module 9 - Editing Multiple sheets

- Group and ungroup worksheets
- Formatting grouped sheets
- Creating 3-D formulas

Revision Exercise 6

Module - 10 Introduction to Printing a Spreadsheet

- Print Preview
- Page Setup

Revision Exercise 7