

Microsoft Excel for Beginners

Duration - 4hrs

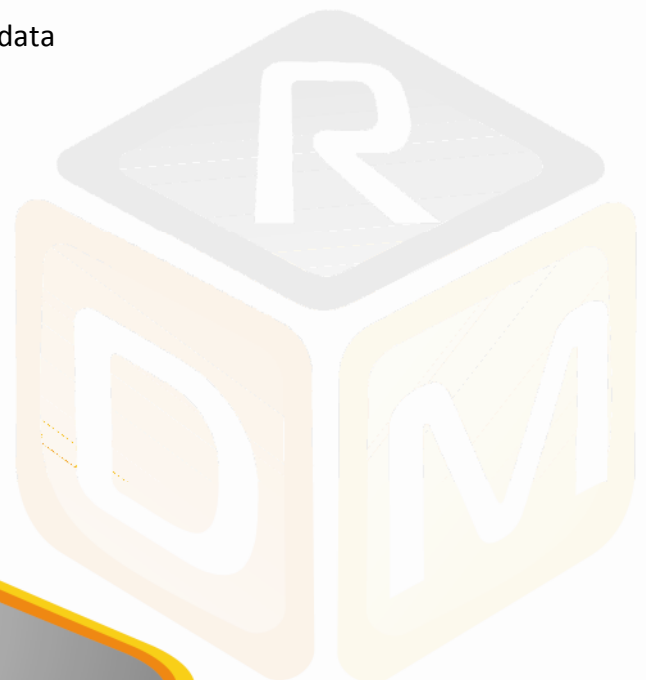
Cost - \$500.00 ex GST

Max Attendees – 6

Breaks - Morning Tea – 30mins

Upon successful completion of this course, participants will be able to:

- work within the basic Excel environment
- create a new workbook
- open and navigate within workbooks and worksheets
- make changes to data in a workbook
- understand, create and work with formulas and functions used to perform calculations
- understand and use formula cell referencing to create more complex formulas
- understand and work with ranges in a worksheet
- copy and paste data in Excel
- use font formatting techniques to greatly enhance the look of a worksheet
- align the contents of cells in a number of ways
- format rows and columns in a worksheet
- understand printing options within your workbook data



Course Specifics

Basics

- using the ribbon
- customising the ribbons
- difference between save as vs. save
- checking spelling in a worksheet
- undo & redo operations
- understanding workbooks
- using the blank workbook template
- typing text into a worksheet
- typing numbers into a worksheet
- typing dates in a worksheet
- simple formatting
- adding and deleting worksheets
- understanding and using the status Bar
- cells properties/formatting
- clearing cells
- using simple name define ranges
- understanding & using absolute versus relative referencing
- change text case

Formulas

- using simple formulas in a worksheet
 - EG> sum, averaging, count, max, min
- learn to use nesting when working with more complex formulas
- joining cells to other cells

Printing

- difference between quick print and print
- printing a worksheet/ work book
- print using range/selection
- setting print areas



Copy and Paste

- understanding copying in Excel
- using fill for quick copying
- copying from one cell to another
- copying from one range to another
- copying relative formulas
- copying to a non-contiguous range
- copying to another worksheet/ workbook
- move information using cut and paste
- drag and drop information
- using special paste options

Formatting

- freeze a column or row
- split a worksheet into panes
- merge cells
- approximating column widths
- setting precise column widths
- setting the default column width
- approximating row height
- setting precise row height
- hiding rows and columns
- unhiding rows and columns
- how to insert a new row
- how to Insert multiple rows
- delete rows
- delete columns
- insert a new column
- insert multiple columns
- how to insert a cell

