

Microsoft Excel – Basics

About the Course

This course is primarily designed for people who need to know how to use Microsoft Excel. It is ideal for people who need to produce reports, budgets, lists and the like. The skills and knowledge are sufficient for real-world applications such as analysing sales, producing reports, creating charts and graphs and managing small lists.

No prior knowledge of Microsoft Excel is required, however participants should have a general understanding of personal computers and the Windows operating system.

Outcomes

Upon successful completion of this course, students 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
- ✓ move the contents of cells and ranges within and between workbooks
- ✓ understand, create and work with formulas and functions used to perform calculations
- ✓ understand and work with ranges in a worksheet
- ✓ copy and paste data in Excel
- ✓ apply borders to cells and ranges
- ✓ apply a range of number formatting techniques to data
- ✓ 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 and use the number formatting features in Excel
- ✓ print your workbook data

Course Outline

Unit 1: Getting to know excel

- ✓ Starting Excel
- ✓ The Excel Screen
- ✓ Using the Ribbon
- ✓ Using Ribbon Key Tips
- ✓ Minimising the Ribbon
- ✓ Understanding the Backstage View
- ✓ Accessing the Backstage View
- ✓ Using Short Cut Menus
- ✓ Understanding Dialog Boxes
- ✓ Launching Dialog Boxes
- ✓ Understanding the Quick Access Toolbar
- ✓ Adding Commands to The QAT
- ✓ The Status Bar
- ✓ Understanding The Status Bar
- ✓ Exiting Safely from Excel

Unit 3: Editing a Workbook

- ✓ Understanding Data Editing
- ✓ Overwriting Cell Contents
- ✓ Editing Longer Cells
- ✓ Editing Formulas
- ✓ Clearing Cells
- ✓ Deleting Data in A Cell
- ✓ Using Undo And Redo

Unit 5: Selection Ranges

- ✓ Understanding Cells and Ranges
- ✓ Selecting Contiguous Ranges
- ✓ Selecting Non Contiguous Ranges
- ✓ Using Special Selection Techniques
- ✓ Selecting Larger Ranges
- ✓ Selecting Rows
- ✓ Selecting Columns
- ✓ Viewing Range Calculations
- ✓ Creating An Input Range

Unit 2: Working with Workbook

- ✓ Understanding Workbooks
- ✓ Creating a new Workbook
- ✓ Typing Text
- ✓ Typing Numbers
- ✓ Typing Dates
- ✓ Typing Formulas
- ✓ Saving A New Workbook
- ✓ Easy Formulas
- ✓ Checking The Spelling
- ✓ Making Basic Changes
- ✓ Printing A Worksheet
- ✓ Safely Closing Workbook
- ✓ Opening an Existing Workbook
- ✓ Navigating A Workbook
- ✓ Navigating Using Keyboard
- ✓ Using Go To
- ✓ The Open Dialog Box

Unit 4: Functions & Formulas

- ✓ Understanding Formulas
- ✓ Creating Formulas That Add
- ✓ Creating Formulas That Subtract
- ✓ Formulas That Multiply and Divide
- ✓ Understanding Functions
- ✓ Using The Sum Function to Add
- ✓ Summing Non-Contiguous Ranges
- ✓ Calculating an Average
- ✓ Finding A Maximum Value
- ✓ Finding A Minimum Value
- ✓ More Complex Formulas
- ✓ What If Formulas

Unit 6: Copying Excel Data

- ✓ Understanding Copying in Excel
- ✓ Using Fill for Quick Copying
- ✓ Copying from One Cell to Another
- ✓ Copying from One Cell to A Range
- ✓ Copying from One Range to Another
- ✓ Copying Relative Formulas
- ✓ Copying to A Non-Contiguous Range
- ✓ Copying to Another Worksheet
- ✓ Copying to Another Workbook

Unit 7: Paste Special

- ✓ Understanding Pasting Options
- ✓ Pasting Formulas
- ✓ Pasting Values
- ✓ Pasting Without Borders
- ✓ Pasting as a Link
- ✓ Pasting as a Picture
- ✓ Transposing Ranges
- ✓ Copying Comments
- ✓ Copying Validations
- ✓ Copying Column Widths
- ✓ Performing Arithmetic with Paste Special
- ✓ Copying Formats with Paste Special
- ✓ The Paste Special Dialog Box

Unit 9: Font Formatting

- ✓ Understanding Font Formatting
- ✓ Working with Live Preview
- ✓ Changing Fonts
- ✓ Changing Font Size
- ✓ Growing and Shrinking Fonts
- ✓ Making Cells Bold
- ✓ Italicising Text
- ✓ Underlining Text
- ✓ Changing Font Colours
- ✓ Changing Background Colours
- ✓ Using The Format Painter
- ✓ Applying Strikethrough
- ✓ Subscripting Text
- ✓ Superscripting Text

Unit 8: Moving Data

- ✓ Understanding Moving in Excel
- ✓ Moving Cells and Ranges
- ✓ Moving Data to Other Worksheets
- ✓ Moving Data to Other Workbooks

Unit 10: Applying Borders

- ✓ Understanding Borders
- ✓ Applying A Border to a Cell
- ✓ Applying A Border to a Range
- ✓ Applying A Bottom Border
- ✓ Applying Top and Bottom Borders
- ✓ Removing Borders
- ✓ The More Borders Options
- ✓ Using The More Borders Option

Unit 11: Cell Alignment

- ✓ Understanding Cell Alignment
- ✓ Aligning Right
- ✓ Aligning to The Centre
- ✓ Aligning Left
- ✓ Aligning Top
- ✓ Aligning Bottom
- ✓ Aligning to The Middle
- ✓ Rotating Text
- ✓ Indenting Cells
- ✓ Wrapping and Merging Text
- ✓ Merging and Centering
- ✓ Merging Cells
- ✓ Unmerging Cells

Unit 13: Number Formatting

- ✓ Understanding Number Formatting
- ✓ Applying General Formatting
- ✓ Formatting as Currency
- ✓ Formatting Percentages
- ✓ Formatting as Fractions
- ✓ Formatting as Dates
- ✓ Using The Thousands Separator
- ✓ Increasing and Decreasing Decimals

Unit 15: Page Setup

- ✓ Understanding Page Layout
- ✓ Using Built in Margins
- ✓ Setting Custom Margins
- ✓ Changing Margins by Dragging
- ✓ Centering On a Page
- ✓ Changing Orientation
- ✓ Specifying The Paper Size
- ✓ Setting The Print Area
- ✓ Clearing The Print Area
- ✓ Using Page Break Preview
- ✓ Setting A Background
- ✓ Clearing The Background
- ✓ Settings Rows as Repeating Print Titles
- ✓ Clearing Print Titles
- ✓ Printing Gridlines
- ✓ Printing Headings
- ✓ Scaling To A Percentage

Unit 12: Rows & Columns Formatting

- ✓ Understanding Cell Alignment
- ✓ Aligning Right
- ✓ Aligning to The Centre
- ✓ Aligning Left
- ✓ Aligning Top
- ✓ Aligning Bottom
- ✓ Aligning to The Middle
- ✓ Rotating Text
- ✓ Indenting Cells
- ✓ Wrapping and Merging Text
- ✓ Merging and Centering
- ✓ Merging Cells
- ✓ Unmerging Cells

Unit 14: Number Formatting Techniques

- ✓ Using Alternate Currencies
- ✓ Formatting Dates
- ✓ Formatting Time
- ✓ Creating Custom Formats

Unit 16: Printing

- ✓ Previewing Before You Print
- ✓ Printing a Range
- ✓ Printing an Entire Workbook
- ✓ Specifying The Number Of Copies