Excel - The Essentials

Audience

This **one-day** course is for those new to Excel and those who wish to gain the necessary skills to create, edit, format and print basic Microsoft Excel 2016 / 365 worksheets

Aims

By the end of the course delegates will be confident using the essential features of Excel to create, edit, format and print worksheets, construct simple formulas.   Delegates will also be able to create basic charts; sort and filter data.

Objectives

At the end of the course delegates will be able to:

- ✓ Get started and create, save, close, open and print worksheets in Excel 2016, 2019, O365
- ✓ Apply page setups to print and read worksheets on screen and print out
- ✓ Insert and delete rows or columns and move data
- ✓ Use Excel's SUM function to add up numbers automatically
- ✓ Construct and copy formulae using relative and absolute cell references
- ✓ Sort lists into order and filter to show only the data you need
- ✓ Format the appearance and layout of numbers and text

Course Content

EXCEL INTRODUCTION

- The Interface and Workspace
- Navigating a Worksheet
- Understanding Excel Mouse pointers
- Enter, Edit and Delete Data
- The Undo and Redo command
- Adjusting Column Widths
- Autofill and flash fill
- Working with Ranges
- Insert/delete Columns, Rows and Cells
- Moving and copying data
- Saving and file formats

FORMATTING

- Font formatting, borders and shading
- Align data, Wrap Text, Merge Cells
- Number formats - Date, Currency and Text Formats
- Cell styles and galleries
- Clear Formats

SIMPLE CALCULATIONS

- Construct, edit and view formula

- Write formula with both Relative and Absolute Cell References
- Copy a formula
- Good worksheet design

INTRODUCTION TO SIMPLE FUNCTIONS

- Generate statistics using SUM, AVERAGE, COUNT, MIN and MAX functions

PRINTING AND PREVIEWING

- Setting up the printed page
- Viewing and scaling Worksheet
- Headers and Footers
- Printing

MANAGING WORKSHEETS

- Inserting, deleting, renaming worksheets
- Colour sheet tab
- Move and Copy worksheets
- Freeze panes

MANAGING LISTS

- Sorting
- Filtering