

# Microsoft Excel

## Introduction



### PREREQUISITES

A working knowledge of Windows is required, or our Introduction to MS Windows course. No experience of MS Excel is required.

### BENEFITS

At the end of this course you will have a good working knowledge of Excel basics. You will feel more confident using Excel and be able to create a spreadsheet from scratch.

Understanding and using some of the calculation and formula functionality will allow you to be more productive in your work and home Excel environments. Spreadsheets that you create will be easier to use and look more presentable.

### OUR VIRTUAL CLASSROOMS

We have expanded our online, instructor-led computer training courses - delivered live via our virtual classrooms from Belfast, Northern Ireland.

A virtual classroom is an online learning environment that allows for live interaction between the tutor and delegates as they participate in learning activities.

Courses are fully interactive & delegates interact throughout the training session - engaging over the Open Mic, via the Chat Facility & Sharing Screens.

### Tips For Setting Up Your Spreadsheet Properly

- How To Structure Your Spreadsheet To Maximise Efficiency
- Ensure Your Data Is Entered Correctly (Dates, Numbers, Text eg 0032)
- Understand How Excel 'Thinks' & Why It Behaves As It Does

### Formatting

- Font Formatting
- Cell Formatting:
  - Formats For Number, Currency, %age, Date
  - Border & Fill
  - Merge Cells & Centre Across Selection
  - Text Wrapping Within A Cell
  - Aligning Cell Contents Horizontally & Vertically
  - Using The Format Painter

### Working With Rows And Columns

- Inserting Rows & Columns
- Deleting Rows & Columns
- Hiding And Unhiding Rows & Columns
- Modifying Column Widths:
  - Using 'Drag'
  - Automatically To Fit Contents
- Modifying Row Heights

### Working With Sheets

- Add, Delete & Rename
- Hide & Unhide
- Move & Copy
- Change Tab Colour
- Freeze Title Panes & Split Window
- View Multiple Sheets Side By Side

### Sorting Data

### Filtering Data

### Using Formulas In Microsoft Excel

- Entering Formulas
  - Math Operators + - \* / % \$
  - Order Of Operations
- Entering Functions
  - Sum, Count, Average, Min, Max
- Using The Replicate Node To Copy Formulas And Functions
- Relative And Absolute Cell References

### Updating How Your Sheets Look When Printed

- Setting Margins
- Setting Page Orientation (Portrait/ Landscape)
- Setting The Print Area
- Print Scaling
  - Print At Set %Age
  - Set Pages To Print At ? Wide By ? Tall
- Headers And Footers:
  - Page Numbering
  - File Path & Filename
  - Date & Time Of Print
- Gridlines
- Print Sheet Titles On Every Page
  - Row & Column Headers

### Charts

- Visualising Your Data By Creating Column/ Bar/ Bar Charts
- Updating Chart:
  - Titles
  - Data Labels
  - Colours




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