

Grapevine Computing

Microsoft Excel - Formatting, Functions and Formulas

Duration: One day

Overview - This course will introduce the user to creating, formatting and printing worksheets. From late morning, onwards the delegate is introduced to simple functions and then to creating formulas to extract and use spreadsheets effectively.

Who Should Attend - This course is designed for either new users of Excel, those who have primarily been using the system to input data and print worksheets created by others or users wishing to understand and created formulas and functions. The prime aim of this course is to ensure users are equipped with the necessary skills to create a professional looking spreadsheet complete with basic formulas and functions.

Content

Getting Started

- Create and save workbooks
- Understand Excel screen elements
- Select and edit cells
- Shortcuts to input text
- Using the help menu

Building a worksheet

- Enter text, numbers, dates
- Adjusting the sizes of columns and rows
- Select ranges of data using both mouse and keyboard methods
- Use copy and paste
- Use drag and drop
- Undo
- Aligning cell content
- Merging cells
- Formatting text, numbers and dates
- Using format painter
- Adding shading
- Adding borders
- Amending font size and colour

Working with Functions

- Understand the principles behind creating functions
- Using the Fill handle
- Use AUTOSUM, AVERAGE
- Use COUNT, COUNTIF,
- COUNTBLANK, COUNTA
- MAX, MIN
- LARGE, SMALL, MODE, MEDIAN
- Combining functions to produce calculations

Printing worksheets

- Print preview
- Adding headers and footers
- Changing orientation
- Aligning worksheets

Creating Formulas

- Understand how and why to use brackets
- Understand the rules to follow when creating formulas
- Creating formulas
- Hands on practice using formulas in spreadsheet examples

