



Getting Started with Microsoft Excel

Duration: 15 hour(s)

Level: Beginner

Target Audience The target audience will be new Ms Excel users who find themselves for the first time using the application or have learn by themselves some basic features of Microsoft Excel

Prerequisites Basic knowledge of the use of a computer as well as the mouse and the keyboard.

About this course

This course is designed to enable you to create simple spreadsheets, edit data, format the data as well as print the information.

Course Content

Part1: Getting Started

- Spreadsheet terminology
- Exploring the Excel window
- Getting Help
- Navigating a worksheet

Part2: Entering and Editing Data

- Entering and editing text and values
 - Entering text and values
 - Editing text
 - Using AutoFill to fill series
- Entering and Editing Formulas
 - Entering a formulas by typing
 - Entering cell references with the mouse
- Working with pictures
 - Inserting and modifying a picture
- Saving and updating workbooks

Part3: Modifying a worksheet

- Moving and copying data
 - Moving Data in a worksheet
 - Copying data in a worksheet
 - Moving and Copying data using drag-and-drop
 - Moving and copying formulas
 - Using autofill to copy a formula

Part4: Using Functions

- Entering functions
 - Entering a SUM function
 - AutoSum

- Using the AutoSum Button
- Other useful functions
 - Using AVERAGE
 - Using MIN
 - Using MAX
 - Using COUNT and COUNTA

Part5: Formatting Worksheets

- Formatting Text
 - Using the Font group to format text
 - Using the Format Cell Dialog Box to format text
- Formatting rows and columns
 - Changing column width and row height
 - Applying color to row
- Setting alignment
- Applying borders to ranges
 - Using the border-drawing pencil
- Using the Paste Special Option
- Removing a border
- Formatting numbers
- Conditional formatting
 - Creating a conditional format
 - Editing and deleting a conditional format
- Copying formats and applying table format
 - Copying formats
 - Applying call and table styles
- Using Find and Replace to change cell format

Part6: Printing

- Preparing to print
 - Checking spelling in a worksheet
 - Finding and replacing text
- Page Setup Options
 - Setting page orientation
 - Setting margins
 - Creating and editing header and footers
 - Hiding gridlines and headings
- Printing worksheet
 - Printing a worksheet
- Working with print area

Part7: Creating Charts

- Chart basics
- Using an embedded chart
- Modifying charts
- Printing charts



Part8: Managing large workbooks

- Viewing large worksheets
 - Using the freeze panes command
 - Splitting a worksheet into panes
- Hiding and Unhiding columns and worksheets
- Printing large worksheets
 - Setting print titles
 - Adjusting page breaks
- Using multiple worksheets
 - Navigating between worksheets
 - Naming worksheets and coloring tabs
 - Working with multiple worksheets
- Previewing and printing multiple worksheets