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## An Introduction to Microsoft Excel

### Course Outline

This course is for beginners.

If you are a complete novice or you have a little Excel experience and want to make sure you are on the right track, this is the course for you.

It is designed to get you up and running in Excel with little fuss and low stress.

This course is suitable for PCs using Windows and all versions of Excel, old and new.

### Prerequisites

Attendees need to be familiar with windows.

### Technical Requirements

It is recommended attendees utilise two screens on the training day; one to view the facilitator's presentation and one to complete the exercises.

A computer or laptop with Microsoft 365 installed and an internet connection is necessary. Zoom needs to be installed, the free version is sufficient.

### Learning Outcomes

At the completion of this course the attendee will be able to:

- Understand the Excel environment
- Navigate through worksheets and workbooks
- Enter and edit data
- Use Excel features such as Autofill and the Quick Access Toolbar
- Write formulas and basic functions
- Use formatting features
- Create effective spreadsheets

### Course Duration

This is a half-day 3½ hour course.

### Delivery Mode

The course is hands-on, facilitator led, online or onsite.

The facilitator will step participants through the course. Participants will be able to communicate with the facilitator at all times and questions are encouraged.

Course material and exercise files are provided.

## Contents

### The Excel Environment

- The screen
- The elements
- The Ribbon
- Groups
- The QAT
- The Launcher
- Backstage view

### Navigating

- Using key commands
- Using the mouse
- Go to feature
- The Name box

### Cell Selection

- Rows and columns
- Cells and ranges
- Height and width
- Cursor shapes
- Select cells with Go To options

### Data Entry

- Enter Text and Numbers
- Edit data
- Overwriting
- Undo and Redo
- Copy and paste
- Moving data

### Working with Worksheets

- Autofill
- Shortcut menus
- Naming sheets
- Sheet tabs

### Formulas and Functions

- Mathematical symbols
- Operators
- BODMAS
- Relative and Absolute references
- Calculate with Formulas
- Basic functions

### Formatting

- Numbers and dates
- Alignment
- Font
- Borders
- Background
- Format painter