



MS EXCEL INTRODUCTION

These topics are to serve as a guide only. You can elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

Objective:

This course is designed for new or basic users of MS Excel. The course will provide you with an understanding of what Excel is capable of, how to create your own spreadsheet, apply formatting features, make calculations with basic Formulas & Functions and know how to use the basic print features.

Module 1

Getting Started

When to use Excel
What is a Cell?
Opening an Existing Spreadsheet
Getting to Know the Environment
Saving
Help Tools

Module 2

Navigating

Cell Pointers
Moving Around
Selecting Cells
Freezing Panes
Splitting

Module 3

Editing Worksheets

Entering Data
Editing Data
Undo & Re Do
Deleting Data
Deleting Columns & Rows

Module 4

Automated Features

AutoComplete
Auto Format
Auto Fill
Customizing your AutoFill

Module 5

Formulas & Functions

Creating Formulas
Basic Functions
Using the Insert Function
Relative Cell Referencing

Module 6

Formatting Cells

Font Formatting
Numbering
Using Format Painter
Merge Cells
Apply Borders
Change Column Width
Cut, Copy, Paste

Module 7

Printing

Headers and Footers
Print Preview
Page Set Up
Printing