

EXCEL FUNDAMENTALS

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Spreadsheet Basics

- ▶ Spreadsheet Concepts
- ▶ Exploring the Excel Window
- ▶ Working with the Ribbon & Commands

Navigating, Selecting & Entering Data

- ▶ Creating, Saving, Opening & Closing Spreadsheets
- ▶ Moving Around a Spreadsheet
- ▶ Entering, Editing & Deleting Data
- ▶ Using Auto Fill & Flash Fill
- ▶ Creating Custom Lists ★

Editing Data, Columns & Rows

- ▶ Inserting & Navigating Worksheets
- ▶ Inserting & Deleting Rows & Columns
- ▶ Adjusting Column Widths & Row Heights
- ▶ Showing & Hiding Columns & Rows
- ▶ Cut, Copy & Paste Techniques

Formatting

- ▶ Formatting Text & Sizes
- ▶ Aligning Text Horizontally & Vertically in Cells
- ▶ Applying Number & Date Formats
- ▶ Formatting Cells with Background Colours & Borders

Basic Formulae & Functions

- ▶ Using Formulas to Add, Subtract, Divide & Multiply Numbers
- ▶ Using the AutoSum Function
- ▶ Working with Relative & Absolute Cell References

Data Lists Essentials

- ▶ Introducing Data Lists
- ▶ Freezing Worksheet Titles
- ▶ Sorting A List of Data
- ▶ Filtering Data using Auto Filter

Page Setup & Printing

- ▶ Using Print Preview
- ▶ Changing Page Layouts
- ▶ Changing & Applying Print Options

Course Duration: 1 Day

Price Per Delegate: £195
(Public Scheduled Course)

Price Per Course: £695
(On-Site at Customer Premises)

Suitable For:

Those who need to be able to create, edit and format Excel spreadsheets, including creating basic calculations and formulas.

Learning Outcomes:

By the end of the course delegates will be able to produce a variety of spreadsheets, use formatting tools and page setup techniques to display and print spreadsheets effectively. They will also be able to create simple calculations and sort and filter lists of data.

Prerequisite Skills:

Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close.

★ Feature not supported in Excel online