



COURSE OVERVIEW

You will learn how to:

- Get started in Excel
- Use standard Calculations
- Use brackets in calculations
- Work in rows and columns
 - Work with worksheets
- Enhance the appearance of your worksheets
- Create Graphs and Charts
 - Prepare worksheets for printing or email

Level:
1

Duration:
3 hours



Getting Started:

- Overview of the Excel screen and navigating around worksheets.
- Examining different mouse pointer shapes and what they mean.

Using Standard Calculations:

- Use standard formulas for basic calculations.
- Calculating row and column totals.
- Use a range of basic functions to average and return highest and lowest values.
- Copy formulas using relative references.

Using Brackets In Calculations:

- Understand the sequence of calculations, spreadsheet mathematics.
- Use a range of techniques in building formulas.

Working With Rows And Columns:

- Adjusting column widths and row heights.
- Inserting and deleting rows and columns.
- Hiding data in rows and columns.
- Using Freeze Panes on large worksheets.

Working With Worksheets:

- Adding new worksheets.
- Moving worksheets in the same file.
- Copying worksheets to another file.
- Renaming worksheets and use tab colours.

Enhancing The Appearance Of Worksheets:

- Apply a range of formatting techniques.
- Changing text style, size, colour and alignment.
- Applying a range of borders and shading and merging cells. Use text wrapping option.
- Using decimal places and percentage formats.
- Inserting images onto worksheets.

Creating Charts And Graphs:

- Create a range of charts for data analysis both embedded with the data or displayed on separate worksheets.
- Apply a range of enhancements to charts to see information and trends clearly.

Preparing Worksheets For Printing Or Email:

- Use print preview to view worksheets.
- Make changes to the orientation and scaling to view and print data correctly.
- Use page break preview to view and print large worksheets and see all information correctly.
- Use Print Titles across multiple pages.

