



Introduction to Excel

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of Windows. Ability to use a mouse.

Objectives

- Exploring Excel
- Developing Basic Skills
- Creating Formulas
- Formatting Data
- Mastering Workbook Skills
- Printing Worksheets

Course Outline

Exploring Excel

- Exploring the Excel window
- Using tabs, ribbons and groups
- Working with the Quick Access Toolbar
- Making Excel 2010 work with previous versions

Developing Basic Skills

- Selecting a cell
- Selecting a range of cells

- Entering text (labels) into a cell
- Entering numbers (values) into a cell
- Deleting data from a cell
- Editing contents of a cell
- Using the Name Box
- Using Undo
- Using Redo
- Using the Fill Handle
- Opening and closing a workbook
- Saving a workbook

Creating Formulas

- Typing formulas
- Using the mouse to create a formula
- Using the AutoSum tool
- Working with Relative References
- Working with Absolute References
- *Linking cells between worksheets*
- *Creating 3-D formulas*

Formatting Data

- Aligning data within cells
- Changing fonts
- Applying attributes to data

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- Formatting numbers
- Adding borders to cells
- Centering a heading across rows
- Using the Format Painter
- Adjusting column width

Mastering Workbooks Skills

- Inserting and deleting columns
- Inserting and deleting rows
- Moving data using drag-and-drop
- Copying data using drag-and-drop
- Using AutoFill
- Using AutoComplete
- Creating Custom Lists
- Naming and renaming worksheets
- Coloring worksheet tabs
- Moving worksheets within a workbook
- Moving worksheets to another workbook
- Copying a worksheet
- Grouping worksheets
- Viewing two worksheets in the same Workbook
- Working with Page Layout View
- Working with Page Break View
- Adding comments to a worksheet

Printing Worksheets

- Setting a print area
- Clearing a print area
- Working with page breaks
- Using Print Preview
- Setting page orientation
- Setting margins
- Using Print Titles to repeat rows at the top of pages
- Creating basic headers and footers
- Printing comments

What Comes Next

Intermediate Excel

Note

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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