

Excel: Introduction (Level 1)

Category: Microsoft Office, Microsoft Excel

Course Duration

1 Day Classroom Training or Online

Getting started with Microsoft Excel

- Introduction to Excel
- Navigating the Excel Screen and Ribbon
- Tips and Tricks for Selection and Movement around the screen

File Management

- Creating and Saving Workbooks
- Opening Workbooks

Data Input and Selection

- Typing and Formatting for Text, Dates and Numbers
- Selecting Cells, Rows and Columns using the Mouse and Keyboard shortcuts

Using Functions

- Using the Sum, Average, Min, Max, Count Functions
- Understanding and working with the Function Wizard

Working with Dates

- Date Calculations
- Formatting Dates

Copying and Moving Data/Formulae

- Using Cut, Copy and Paste
- AutoFill
- Drag and Drop
- Copy and Drop

Editing Worksheets

- Adding Rows and Columns
- Sizing Rows and Columns
- Hiding/Unhiding Rows and Columns

Formatting Worksheets

- Working with Fonts, Sizes and Colours
- Adding Borders and Fill Colour to Cells
- Aligning the Content of a Cell
- Applying Number Formatting
- Using the Format Painter
- Merge and Unmerge Cells

Working with Large Worksheets

- Freezing Panes
- Working with Split Pane View
- AutoFilter

Printing

- Using Print Preview
- Setting the Print Range
- Sizing Spreadsheets to Fit
- Working with Margins, Headers and Footers and other useful print settings

Multiple Sheets

- Creating new Sheets
- Colouring Sheet Tabs
- Navigating Sheets
- Deleting Sheets

Charts and Graphs

- Creating Charts and Graphs alongside data
- Creating Charts and Graphs on a new sheet
- Changing the Chart Types
- Basic Formatting of Charts and Graphs

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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