



Microsoft Excel – Introduction

Overview

This introductory level course is ideal for anyone who is new to Excel and spreadsheets.

This course is offered for Microsoft Excel 2007, 2010, 2013.

Objectives

Planning and designing are paramount when working with spreadsheets; during this course delegates will be advised on how to construct well-designed worksheets, given input and editing tips, guiding them through creating simple formulas. Also covered are the all important processes of saving, opening and printing.

Some topics are specific to a version therefore will only be included for the relevant version.

Course Content

What is a spreadsheet?

Starting Excel.

The Excel working environment.

- Microsoft Office button/file backstage
- Quick access toolbar
- The Office ribbon
- Keyboard shortcuts
- The mini toolbar
- Working with worksheets / workbooks
- Worksheet views
- Themes

Exiting Excel.

File management.

- Saving a file, files types and compatibility
- Finding files
- Creating a new workbook
- Opening a file

Working with cells.

- Methods for selecting cells
- Entering text into cells
- Entering numbers into cells
- Column widths and row heights
- Spell checker
- Clearing cell contents

- Moving and copying data

- Autofill/flash fill

Printing.

- Print preview
- Page setup – margins, centre on page etc.
- Page orientation
- Headers and footers

Formatting Data.

- Formatting cell ranges
- Applying text and number formats
- Applying borders
- Adjusting cell alignment
- Inserting a column

Working with columns and rows.

- Inserting a row/column
- Deleting a row/column

Workbook sheets.

- Inserting and deleting sheets
- Moving and copying sheets

Building simple formulae.

- BODMAS – mathematical order
- Autosum
- Copying formulas
- Microsoft Excel shortcuts and tips

Getting Help.

PFH Technology Group

Duration: 1 day

Cost: €250

Format: Instructor led

Prerequisites

Delegates must have a basic knowledge of Windows. No prior knowledge of Excel is necessary.

PFH Technology Group

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