

PerCom Solutions



MICROSOFT EXCEL

- LEVEL:** INTRODUCTION
- DURATION:** 1 Day
- AUDIENCE:** An introduction to spreadsheets for users who are new to Excel. Delegates should have keyboard skills and a good understanding of using PC's in a Windows environment.
- OBJECTIVES:** On successful completion of the course delegates will be able to produce a simple spreadsheet, use formulae, edit and print the spreadsheet, produce simple graphs from spreadsheets.

COURSE OUTLINE

Introducing Excel:

- Spreadsheet Uses
- The Excel Screen
- Worksheets & Workbooks
- Menu Commands & Toolbars
- Excel Help
- Using Find and Replace
- Spell Checking
- AutoCorrect

Creating a Spreadsheet:

- Different Data Types within Spreadsheets
- Entering & Deleting Data
- Editing Data
- Working With Dates
- The Different Mouse Pointer Shapes
- Using Auto Fill & Custom Lists
- Saving Files & Creating Folders
- Opening & Closing Files
- Using Undo & Redo

Working Within Spreadsheets:

- Moving Around the Worksheet
- Selecting Cells
- Moving Data (Cut & Paste)
- Copying Data (Copy & Paste)
- Copying Between Spreadsheets
- Using the Office Clipboard

Formatting Cells/Worksheets:

- Changing Fonts
- Aligning Data
- Merging Cells/Wrapping Text
- Adding Borders & Shading
- Inserting & Deleting Columns & Rows
- Changing Column Width Settings
- Formatting Values
- The Format Painter

Using Formulas & Functions:

- Adding & Subtracting Cells
- Multiplying & Dividing Cells
- Copying & Moving Formulas
- Absolute & Relative Formulas
- Using AutoSum
- Basic Functions

Printing & Page Setup

- Previewing and Printing a Worksheet
- Page Breaks
- Adding Headers/Footers
- Page Numbering
- Changing Worksheet Size/Orientation
- Using Gridlines

Creating Basic Charts:

- Using The Chart Wizard
- Moving & Sizing a Chart