



Introduction to Microsoft Excel

(Free manual provided in Adobe PDF format)

Course Objectives

At the end of the course participants will be able to:

- Create a basic worksheet by entering text and values
- Work with cells and cell data by using a variety of moving and copying techniques
- Perform calculations on data by using functions and formulas
- Change the appearance of worksheet data by using a variety of formatting techniques
- Use a variety of techniques to manipulate multiple worksheets in a workbook
- Apply page display settings to prepare a worksheet for printing

Course Outline

Excel Orientation

- Starting Excel
- The Excel Screen
- Excel Menus
- Excel Toolbars
- Understanding the Workbook
- Moving Around a Worksheet
- Selecting Cells
- Selecting Text

Creating a New Workbook

- Create a New Workbook
- Entering Data
- Manipulating Columns and Rows
- Save a Workbook
- Close a Workbook
- Open a Workbook

Creating a Formula

- What is a Formula
- BODMAS Theory
- Creating a Formula
- AutoSum Function

Formatting a Worksheet

- Changing the Appearance of Text
- Undo Command
- Borders and Shading
- AutoFormat
- Cut, Copy and Paste Text

Preparing to Print

- Print Preview
- Adjusting Page Settings
- Header and Footer
- Print a Worksheet

Pre-requisites

No prerequisites but experience with a keyboard and mouse is desirable.