

## **Introduction to Microsoft Excel**

Spreadsheets feature in almost every office environment and provide the tools to handle numbers fast and efficiently. Understanding the foundations is probably more important here than in any other program, as they underpin every aspect of operation. This course covers an amazing amount of ground enabling anyone on completion to construct functional spreadsheets to process and present figures with confident ease.

### **This course is designed for:**

People with little or no prior knowledge of Excel who want to understand how spreadsheets work. This course assumes no prior knowledge and while familiarity with the keyboard will be useful, the ability to use a mouse is a must.

## **Training Objectives**

### **How you and your organisation will benefit**

*Upon completion of this course you will be able to:*

- ❖ Understand the principals of spreadsheets
- ❖ Create fully functional spreadsheets from scratch
- ❖ Alter and enhance the appearance of cells and worksheets
- ❖ Construct formulae to perform instant calculations
- ❖ Produce printed output

## **Course Outline**

### **Creating a Spreadsheet**

- ❖ Understanding the Excel Window
- ❖ Enter and Edit Data
- ❖ Move and Copy Information
- ❖ AutoFill

### **Formatting Techniques**

- ❖ Dealing with Columns and Rows
- ❖ Change Cell Properties
- ❖ Format Cells and Worksheets
- ❖ Colours and Shading

### **Performing Calculations**

- ❖ Understanding the Principals
- ❖ Construct Dynamic Formulae
- ❖ Order of Precedence
- ❖ AutoSum

### **Printed Spreadsheets**

- ❖ Print Preview
- ❖ Enhancing Printouts
- ❖ Printing Formulas