

Excel Essentials – 1 day



Course Objectives

Learn the essential skills of using the spreadsheet management program Excel. By the end of this course, students will be able to create Excel workbooks and worksheets, navigate around them, use time saving features such as AutoSum, AutoFill, and create formulae and format worksheets.

Prerequisites

This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Certified Application Specialist

Following the Excel Essentials, Excel Intermediate and Excel Advanced courses and with practise you will be in a position to take the Microsoft Certified Application Specialist Exam – **Excel 2007 (77-602)**.

Excel 2007 Orientation

- The Excel 2007 Screen
- Using The Ribbon
- Using KeyTip Badges
- Using Shortcut Menus
- Customising The Quick Access Toolbar
- Using The Office Button
- Customising The Status Bar

A Simple Workbook

- Using The Blank Workbook Template
- Entering Data In A Workbook
- Saving, Opening and Closing Workbooks
- Easy Formatting
- Checking Spelling In A Worksheet

Selecting Ranges

- Understanding Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows and Columns
- Viewing Range Calculations
- Creating An Input Range

Editing In A Workbook

- Overwriting Cell Contents
- Editing Longer Cell Entries
- Clearing A Cell
- Deleting In A Worksheet
- Undoing and Redoing Operations

Working with Comments

- Adding Worksheet Comments
- Managing Worksheet Comments
- Printing Comments
- Deleting Comments

Filling Data

- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Fill List
- Modifying And Deleting Custom Fill Lists

(Page 1 of 2)

Formulas

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply and Divide

Formula Auditing

- Tracing Precedents and Dependents
- Showing Formulas and Cell Arguments
- Common Error Messages
- Checking for Errors
- Evaluating Formulas
- Using the Watch Window
- Dealing with Circular References

Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

Font Formatting

- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing and Shrinking Fonts
- Changing Font Colours
- Changing Background Colours
- Using The Format Painter
- Applying Strikethrough
- Subscripting Text
- Superscripting Text

Number Formatting

- Applying General Formatting
- Formatting As Currency
- Formatting Percentages
- Formatting As Fractions
- Formatting As Dates
- Using The Thousands Separator
- Increasing And Decreasing Decimals

Applying Borders

- Applying A Border To A Cell
- Removing Borders
- The More Borders Option
- Drawing and Erasing Borders

Working With A Worksheet

- Changing Worksheet Views
- Viewing The Gridlines
- Inserting And Deleting Columns And Rows
- Switching Between Worksheets

Printing

- Printing A Range
- Printing An Entire Workbook
- The Print Dialog Box

Page Setup

- Using Built In Margins
- Changing Margins By Dragging
- Centring On A Page
- Changing Orientation
- Setting The Print Area
- Clearing The Print Area
- Setting and Clearing A Background
- Setting Rows As Repeating Print Titles
- Setting Columns As Repeating Print Titles
- Printing Gridlines
- Fit To A Specific Number Of Pages
- Strategies For Printing Larger Worksheets