

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 Office Specialist Exam

Following the Excel Essentials and Excel Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Excel Core**.

The Advanced Excel course topics need to be completed to take the **Excel Expert** exam.

Excel 2003 Orientation

- The Excel 2003 Screen
- Understanding the Workbook
- Moving around the Workbook and Go To
- Using Menus and Toolbars
- Using Context Sensitive Menus

A Simple Workbook

- Creating a New Workbook
- Entering Data in a Workbook
- Saving, Opening and Closing Workbooks
- Creating an Input Range
- Essential Formatting
- Column Best Fit

Selecting Ranges

- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Range Calculations
- Selecting an Entire Worksheet
- Selecting Rows and Columns

Editing Data

- Overwriting and Editing Cell Contents
- Using Undo and Redo
- Search and Replace
- Comments – Adding, Editing and Deleting

Filling Series

- Filling a Growth Series
- Filling a Series Backwards
- Filling Using Options
- Creating a Custom Series
- Modifying and Deleting Custom Series

Formulas

- Understanding Formulas
- Formulas that Add and Subtract
- The Sum Function
- Formulas that Multiply and Divide
- Referential Formulas
- More Complex Formulas
- Formula Error Checking
- Viewing & Hiding Formulas

(Page 1 of 2)

Absolute Referencing

- Absolute and Relative Referencing
- Problems with Relative Formulas
- Tracing Precedents
- Creating Absolute References
- Creating Mixed References
- Circular References
- Tracing Dependent Cells

Formatting Cells

- Using the Font Tools
- Using the Alignment Tools
- Using the Number Tools
- The Format Cells Dialog Box
- Formatting Fonts using the Menu
- Superscript Subscript & Strikethrough
- Changing Horizontal Alignment
- Centering Across a Selection
- Wrapping Text
- Changing Text Orientation
- Changing Vertical Alignment
- Formatting Dates and Numbers
- Borders and Shading
- Clearing Cell Formats

Adjusting A Worksheet

- Inserting and Deleting Columns and Rows
- Resizing Columns and Rows
- Hiding Grid Lines

Printing

- Print Preview
- Previewing Large Worksheets
- Page Orientation and Scaling to Fit
- Creating Page Headers and Footers
- Formatting Headers and Footers
- Printing Formulas
- Specifying Number of Copies
- Setting Page Margins With Page Setup
- Understanding Paper Sizes

Printing Techniques

- Setting The Print Area
- Setting Page Margins
- Centring Data on a Page
- Printing Gridlines
- Specifying Print Title Rows and Columns
- Printing With Row And Column Headings

(Page 2 of 2)