

## 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.

### TOPICS

#### Getting to Know Excel

- Starting Excel From the Desktop
- Understanding the Excel Start Screen
- The Excel Workbook Screen
- How Excel 2016 Works
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar

### Creating a New Workbook

- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Understanding the Fill Handle
- Typing Formulas
- Easy Formulas
- Saving a New Workbook on Your Computer
- Checking the Spelling
- Making Basic Changes
- Printing a Worksheet
- Safely Closing a Workbook

### Selecting Ranges

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

### Editing in a Workbook

- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Using Undo and Redo

## Sharing Workbooks

- Sharing Workbooks via the Network
- Sharing Workbooks via OneDrive
- Saving to OneDrive
- Sharing Workbooks
- Opening Shared Workbooks
- Enabling Tracked Changes
- Accepting or Rejecting Changes
- Disabling Tracked Changes
- Adding Worksheet Comments
- Navigating Worksheet Comments
- Editing Worksheet Comments
- Deleting Comments

## Filling Data

- Understanding Filling
- Filling a Series
- Filling a Growth Series
- Filling a Series Backwards
- Filling Using Options
- Creating a Custom Fill List
- Modifying a Custom Fill List
- Deleting a Custom Fill List
- Extracting With Flash Fill
- More Complex Flash Fill Extractions
- Extracting Dates and Numbers

## Formulas and Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply and Divide
- Understanding Functions
- Using the SUM Function to Add
- Summing Non-Contiguous Ranges
- Calculating an Average
- Finding a Maximum Value
- Finding a Minimum Value
- Creating More Complex Formulas
- What if Formulas
- Common Error Messages

## Formula Referencing

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

## Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing and Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using the Format Painter
- Applying Strikethrough
- Subscripting Text
- Superscripting Text

## Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats
- Formatting Clock Time
- Formatting Calculated Time

## Applying Borders

- Understanding Borders
- Applying a Border to a Cell
- Applying a Border to a Range
- Applying a Bottom Border
- Applying Top and Bottom Borders
- Removing Borders
- The More Borders Command
- Using the More Borders Command
- Drawing Borders
- Drawing a Border Grid
- Erasing Borders
- Formatting the Drawing Pencil

### Working With a Worksheet

- Understanding Worksheets
- Changing the Worksheet View
- Worksheet Zooming
- Viewing the Formula Bar
- Viewing Worksheet Gridlines
- Viewing the Ruler
- Inserting Cells Into a Worksheet
- Deleting Cells From a Worksheet
- Inserting Columns Into a Worksheet
- Inserting Rows Into a Worksheet
- Deleting Rows and Columns
- More Than One Worksheet
- Worksheet Wisdom

### Printing

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Range
- Printing an Entire Workbook
- Specifying the Number of Copies
- The Print Options

### Page Setup

- Strategies for Printing Worksheets
- Understanding Page Layout
- Using Built in Margins
- Setting Custom Margins
- Changing Margins by Dragging
- Centring on a Page
- Changing Orientation
- Specifying the Paper Size
- Setting the Print Area
- Clearing the Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting a Background
- Clearing the Background
- Settings Rows as Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling to a Percentage
- Fit to a Specific Number of Pages