



## **PREREQUISITES**

Delegates attending an Introductory Level Course should have a good working knowledge of Windows 98 / Windows 2000 / Windows XP.

## **COURSE OBJECTIVES**

This one day course is designed to give delegates the confidence to use Microsoft Excel to create, edit, print and e-mail simple spreadsheets.

## **MICROSOFT EXCEL INTRODUCTION – ONE DAY**

### **Course Content**

#### **The Excel Interface**

Title Bar  
The Menu Bar  
The Standard Toolbar  
The Formatting Toolbar  
The Formula Bar  
The Scroll Bars  
The Status Bar  
Worksheets Vs. Workbooks  
Moving Around The Workbook

#### **The Help Facility**

Office Assistant  
Contents / Answer Wizard / Index

#### **Creating A Spreadsheet**

Selecting Cells  
Entering Text / Numbers  
Moving Text / Numbers  
AutoFill Of Text / Numbers  
Resizing Columns / Rows  
Removing Cell Contents  
The Multiple Undo Command

#### **Excel Formulas And Functions**

BODMAS  
Using Formulas And Functions  
Creating Simple Formulas  
Correcting Formulas  
Using The AutoSum  
Using The Paste Function Button  
Using Common Excel Functions  
Relative And Absolute Cell References

#### **Worksheet Editing**

Editing The Worksheet  
Renaming Worksheets  
Using Predefined Lists  
Creating Custom Lists  
Inserting / Deleting Rows And Columns  
Cut / Copy / Paste  
Spelling  
Find And Replace  
AutoCorrect  
Using The Drawing Toolbar

#### **Worksheet Formatting**

Using The Formatting Toolbar:  
Alignment  
Borders And Shading  
Format Painter  
Using The Format Menu  
Changing Fonts  
Formatting Cell Contents  
Formatting Cell / Spreadsheet Appearance  
Predefined Spreadsheet Formats

#### **Charts**

Using The Chart Wizard  
Creating Charts  
Changing Chart Types  
Editing Charts  
Formatting The Appearance Of Charts  
Updating The Data Of Charts

#### **Saving Workbooks**

Save And Save As  
File Management  
File And Folder Structure  
Naming Conventions  
Finding Existing Documents  
Changing Directories And Drives  
Understanding Different File Types

#### **Printing**

Print Preview  
Page Setup  
Printing Large Worksheets  
Setting A Print Area  
Printing Charts And Graphics

#### **E-Mailing Spreadsheets**

E-Mail Menu / Toolbar Options