

EXCEL FOUNDATION

Introduction

This course introduces delegates to the fundamental skills required to use Microsoft Excel productively. Delegates will be introduced to the fundamental skills required to build a worksheet including the principals of formulae & functions, the manipulation of data, printing and graphically representing data through charts.

Ideal for absolute beginners and users with limited knowledge of Excel features and understanding spreadsheets used for budgeting, sales analysis, entry-level bookkeeping & staff scheduling.

Emphasis will be placed on keyboard and mouse shortcuts to ensure all delegates work as efficiently as possible.

Basic Excel formulae will be used to summarise data in a worksheet. Various number & layout formatting techniques will be applied. Several different chart types will be used to explore ways of analysing data through graphical representation.

Course Content

Screen Familiarity

- ◆ Workbook principles
- ◆ Screen layout

Working with Cells

- ◆ Use Undo and Redo
- ◆ Selecting cells
- ◆ Go to a specific cell
- ◆ Find & Replace
- ◆ Cut, copy, paste, and move cells

Autofill

- ◆ Copying cells
- ◆ Work with series (AutoFill)

Working with Data

- ◆ Enter text, formulae, and numbers
- ◆ Edit cell content
- ◆ Clear cell content

Foundation Formulas and Functions

- ◆ Mathematical Operators (+, -, *, /)
- ◆ BODMAS
- ◆ Enter & Revise formulas
- ◆ Use AutoSum
- ◆ Use basic functions (AVERAGE, SUM, COUNT, MIN, and MAX)
- ◆ Use the Paste Function to learn a function
- ◆ Relative and Absolute cell referencing

Formatting Worksheets

- ◆ Apply font styles (typeface, size, colour, and styles)
- ◆ Modify row and column size
- ◆ Modify alignment of cell content
- ◆ Use the Format Painter
- ◆ Apply cell borders and shading
- ◆ Merge cells

- ◆ Wrap text
- ◆ Clear cell formats

Number Formats

- ◆ Apply predefined number formats

Inserting & Deleting

- ◆ Insert and delete rows and columns
- ◆ Insert and delete selected cells

Charting

- ◆ Keyboard Shortcut (F11)
- ◆ Types of chart
- ◆ Understand Column, Line & Pie Charts
- ◆ Use the Chart Recommendation options
- ◆ Preview and print charts
- ◆ Simple Formatting
- ◆ Individual Chart Options

Printing

- ◆ Preview and print a selection, worksheets, workbooks
- ◆ Change page orientation and scaling
- ◆ Set page margins and centre
- ◆ Insert and remove a page break
- ◆ Set up headers and footers
- ◆ Set print titles and options

Consolidation

- ◆ Setting up a New Workbook
- ◆ Create a Home Budget Spreadsheet
- ◆ Apply relevant Formulas and Calculations
- ◆ Format Sheet
- ◆ Save Options

Duration: 1 Day Course

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