TITLE: FOUNDATION EXCEL FOR BEGINNERS

Duration: 14 hrs (2 days)

A FIRST LOOK AT EXCEL

- ➢ Starting the Excel program
- ➢ The Ribbon description
- ➢ The Excel cell referencing system
- ➢ Entering numbers and text
- ➢ Default text and number alignment
- ➢ Adding a column of numbers
- ➢ Saving a workbook
- ➢ Closing a workbook
- ➢ Creating and opening a new workbook
- ➢ Switching between workbooks
- ➢ Re-naming a workbook and worksheet

MANIPULATING ROWS AND COLUMNS

- ➢ Inserting rows and columns into a worksheet
- ➢ Deleting rows and columns within a worksheet
- ➢ Modifying column widths and row heights
- ➢ Automatically resizing the column width to fit contents
- ➢ Text wrapping and text merge

NUMBER FORMATTING

- ➢ Number formatting
- ➢ Decimal point display
- ➢ Comma formatting
- ➢ Currency symbol
- ➢ Date styles
- ➢ Percentages etc

COPYING, MOVING AND DELETING

- ➢ Copying the cell or range contents
- ➢ Deleting cell contents
- ➢ Moving the contents of a cell or range
- ➢ Editing cell content
- ➢ Undo and Redo
- ➢ AutoFill

- ➢ Sorting a cell range
- ➢ Searching and replacing data

MANIPULATING WORKSHEETS
- ➢ Switching between worksheets
- ➢ Renaming a worksheet and workbook
- ➢ Inserting a new worksheet
- ➢ Deleting a worksheet
- ➢ Copying a worksheet within a workbook
- ➢ Moving a worksheet within a workbook
- ➢ Copying or moving worksheets between workbooks

FONT FORMATTING
- ➢ Font type
- ➢ Font size
- ➢ Bold, italic, underline formatting
- ➢ Cell border formatting
- ➢ Formatting the background colour
- ➢ Formatting the font colour

NUMBER FORMATTING
- ➢ Number formatting
- ➢ Decimal point display
- ➢ Comma formatting
- ➢ Currency symbol
- ➢ Date styles
- ➢ Percentages

FREEZING ROW /COLUMN TITLES
- ➢ Freezing row and column titles

FORMULAS
- ➢ Creating formulas
- ➢ Easy way to create formulas
- ➢ Copying formulas
- ➢ Operators
- ➢ Formula error messages

INTRODUCTION TO EXCEL FUNCTIONS
- ➢ What is a function?
- ➢ Common functions
- ➢ Sum function
- ➢ Average function
- ➢ Max function

- Min function
- Count function
- What are 'IF functions'?
- Using the IF function

CELL REFERENCING
- Relative cell referencing within in formulas
- Absolute cell referencing within formulas

REPORT PRESENTATION USING CHARTS AND GRAPHS
- Introduction to graphs and tables
- Types of spreadsheet graphs
- Creating different types of graphs
- Graph alignment and dressing
- Changing graph types

WORKSHEET SETUP
- Worksheet margins
- Worksheet orientation
- Worksheet page size
- Headers and Footers
- Header and footer fields
- Scaling your worksheet to fit a page(s)

DOCUMENT ALLIGNMENT AND PRINTING
- Gridline display when printing
- Printing titles on every page when printing
- Printing the Excel row and column headings
- worksheet Preview , zooming and Printing options