

Microsoft Excel

Introduction – One Day

MORNING

Starting Excel

The Excel Environment

The Toolbar

Excel Worksheets

Cell references
Moving between Cells
Inserting Rows/Columns

Creating a Spreadsheet

A simple Spreadsheet
Input data
Edit data
Changing Columns & Rows
Entering Formulas
Worksheet Formatting

File Management

Opening & Closing a Worksheet
Saving a Worksheet
Saving to a Workbook
Adding to an existing Workbook

Printing

Print Areas & Orientation
The Print Menu
Set Print Titles

Formatting a Worksheet

Font
Alignment
Borders
Patterns
Formatting cells
Formatting numbers

Using Excel Functions

Using Wizards

Setting User Preferences

Overview

AFTERNOON

Types of Cell References

Using Graphics

Inserting objects
Resizing graphics
The drawing tools

Excel Charts

Types of charts
The Chart Wizard
The Charting toolbar
Creating a chart
Formatting a chart
Adding text
Changing colours

Using Dates

How dates are calculated
Using dates or time in calculations
Using date series

Excel with other Programs

Importing/Exporting data
Using the Clipboard
Paste Special
Object Linking and Embedding
Discussing other uses for Excel

Multiple Windows and Files

Viewing multiple files
Combining data
Using two worksheets for calculations

Customising Excel

Troubleshooting

Quick Reference

Useful menu commands
Useful shortcut keys

Overview and Q & A

computer graphics training

This introduction course is designed for those either new to using spreadsheets or who are familiar with the concept but would like a better understanding of what is possible using the rudimentary functions of this program.

Exercises designed to familiarise the participant with the Excel Tools, Toolbar and Menus and introduce the most commonly used mathematical formulae and functions will be included together with an overview of the built-in charting facility and other features.

This workshop style course can be customised to suite each company or individual's requirements, please call for details.

Prerequisites

It is recommended that all attendees are completely familiar with a computer or have attended a course on Mac OSX or Windows XP.

Complementary courses:

Introduction to PowerPoint
Introduction to Word
Microsoft Office Suite
Basic Book Keeping with Excel
Mailmerge

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