

Meteor IT

Training Course Outline

Microsoft Excel - Foundation

Duration: 3 hours

Overview and pre-requisites

This course is intended to give a thorough grounding in the most common tasks needed to use Microsoft Excel. Attendees will learn how to create spreadsheets from scratch, include simple calculations, format cells to improve presentation and prepare for printing. Through all of these topics, there will be an emphasis on completing the tasks with the least effort, using shortcut techniques and avoiding repetitive work.

All attendees are expected to have a working knowledge of the Microsoft Windows system, using the keyboard and mouse to navigate, select options and enter data. In addition they should be comfortable with the most basic application tasks such as creating a new file, entering text, applying simple formats (such as making text bold) and saving their changes.

In most cases trainees will already have worked with Excel to some extent, perhaps using files created by others, performing simple data entry tasks, and possibly formatting data for the screen or printer.

Specific topics to be covered

Attendees will be shown a variety of techniques to improve their efficient use of some of Excel's core functions. Using simple example files, they will learn about:

- Excel's interface (screen), customising user options
- Spreadsheet structure – workbooks, worksheets, cell references
- Entering information into cells – using TAB and ENTER
- Excel data storage – introduction to text, number and date formats
- Formats for rows, columns, cells – use fonts, borders, shading for clear presentation
- Creating a basic formula using simple mathematical operations and SUM function
- Quickly copying a formula to other cells, taking account of relative and absolute references (using \$ in the appropriate places)
- Changing page setup to amend margins and print area and printing out a sheet or whole workbook on desired number of pages