Excel Introduction

1 day training course

Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Excel basics

- Numbers, text and dates
- Moving around
- Selecting cells
- Working with files
- Moving and copying

Creating formulae

- Understanding BODMAS rules
- The AutoSum tool
- Using the function wizard

Formatting worksheets

- Inserting/deleting rows/columns
- Fonts, colours and alignment
- Boxes, lines and shading
- Simple number formats
- Using the Format Painter

Basic printing

- Using print preview
- Margins and orientation
- Scaling (fitting to a page)
- Page numbering and print titles
- Printing the selected cells

Worksheets

- Inserting/deleting sheets
- Moving and copying sheets
- Moving between sheets
- Linking sheets with formulae
- Group formatting/editing

Charts (*)

- Selecting data
- Quick ways to create charts
- Changing the chart type
- Formatting and printing charts

Cell notes (*)

- Adding and editing notes
- Printing notes