**Microsoft Excel – Fundamentals**

Duration: 1 Day delivered as 3 hours x 2 modules.

who is it for: This Introductory Level course is ideal for anyone who is new to Excel and spreadsheets.

Assumed Knowledge: Delegates must have a basic knowledge of Windows and be able to use a Mouse. No prior knowledge of Excel is necessary.

what is it about: Planning and Design are paramount when working with spreadsheets, during this course delegates will be advised on how to construct well-designed worksheets, given input and editing tips, guided through creating simple formulas. Also covered are the all-important processes of saving, opening and printing. Shortcuts and tips will be included.

Content is dependent on the abilities of the attendees with some topics being specific to a version and can only be included for the relevant version.

OVERVIEW

**Starting Excel and Exiting**

**The Excel Working Environment**

* Microsoft Office Button/File/Backstage
* Quick Access Toolbar
* The Office Ribbon
* Working with Worksheets/Workbooks
* Worksheet Views

**Getting Help**

**File Management**

* Saving Workbooks
* Creating New Workbooks
* Opening Workbooks

**Working with Cells**

* Methods for Selecting Cells
* Entering Text into Cells
* Entering Numbers into Cells
* Column Widths & Row Heights
* Clearing Cell Contents
* Moving and Copying data
* Autofill

**Printing**

* Print Preview
* Page Setup – Margins, etc.
* Page Orientation

**Formatting Data**

* Formatting Cell Ranges
* Applying Text and Number Formats
* Applying Borders
* Adjusting Cell Alignment

**Working with Columns and Rows**

* Inserting A Row/Column
* Deleting A Row/Column

**Building Simple Formulae**

* BODMAS – Mathematical Order
* Autosum
* Copying Formulas

**Microsoft Excel Shortcuts And Tip**