

Duration: 1 day

This course aims to give the new Excel user all the basic skills that they need to use Excel with confidence. Tips are included on using Excel quickly and efficiently. How to layout spreadsheets and create charts is part of the course.

Topics

Managing the worksheet environment

- Navigate through a worksheet.
- Hot keys, name box.
- Print a worksheet or workbook.
- Printing only selected worksheets; printing an entire workbook; constructing headers and footers; applying printing options (scale, print titles, page setup, print area, gridlines).
- Personalise environment by using Backstage.

Creating cell data

- Construct cell data.
- Using paste special (formats, formulas, values, preview icons, transpose rows and columns, operations, comments, validation, paste as a link); cutting, moving and selecting cell data.
- Apply AutoFill.
- Copying data using AutoFill; filling series using AutoFill; copying or preserving cell format with AutoFill; selecting from drop-down list
- Apply and manipulate hyperlinks.
- Creating a hyperlink in a cell; modifying hyperlinks and hyperlinked-cell attributes; removing a hyperlink.

Formatting cells and worksheets

- Apply and modify cell formats.
- Aligning cell content; applying a number format; wrapping text in a cell; using Format Painter.
- Merge or split cells.
- Using Merge & Centre, Merge Across, Merge Cells, and Unmerge Cells
- Create row and column titles.
- Printing row and column headings; printing rows to repeat with titles; printing columns to repeat with titles; configuring titles to print only on odd or even pages; configuring titles to skip the first worksheet page.
- Hide and unhide rows and columns
- Hiding and unhiding columns; hiding and unhiding rows.

Continued

Manipulate page setup options for worksheets

- Configuring page orientation; managing page scaling; configuring page margins; changing header and footer size.
- Create and apply cell styles.
- Applying cell styles; constructing new cell styles.

Managing worksheets and workbooks

- Create and format worksheets.
- Inserting worksheets; deleting worksheets; copying, repositioning, copying and moving, renaming, grouping; applying colouring to worksheet tabs; hiding worksheet tabs; unhiding worksheet tabs.
- Manipulate window views.
- Splitting window views; arranging window views; opening a new window with contents from the current worksheet.
- Manipulate workbook views.
- Using Normal, Page Layout and Page Break workbook views; creating custom views.

Applying formulas and functions

- Create formulas
- Using basic operators; revising formulas
- Enforce precedence
- Order of evaluation, precedence using parentheses, precedence of operators for per cent vs. exponentiation
- Apply cell references in formulas
- Relative, absolute
- Apply conditional logic in a formula
- Creating a formula with values that match your conditions; editing defined conditions in a formula; using a series of conditional logic values in a formula
- Apply named ranges in formulas
- Defining, editing and renaming a named range
- Apply cell ranges in formulas
- Entering a cell range definition in the formula bar; defining a cell range using the mouse; defining a cell range using a keyboard shortcut

Presenting data visually

- Create charts based on worksheet data
- Apply and manipulate charts and graphs