

## Microsoft Excel Introduction

### One Day

A hands-on instructor-led Microsoft Excel training course helping people based in Scotland who would like to learn how to create spreadsheets and gain a fundamental ability with Excel via learning and guided practice from an open and friendly trainer within a professional classroom environment. After training delegates may expect to produce straightforward spreadsheets to handle data, use simple formulas to calculate values, format any spreadsheet for clarity and emphasis and set up the spreadsheet for sharing, printing and perhaps creating charts to easily demonstrate values.

### Course Aims

The primary objective of all Excel training courses is to increase each participant's overall ability and confidence in using Excel features that can be directly applied to their work. The aim on this first level of Excel training is firstly for attendees to become confident enough to try working with Excel features to see for themselves the workload benefits that spreadsheet use can bring. The next aim is for attendees to be independently familiar enough with how Excel works at a basic level to be able to do so after training when back at work. Training therefore covers:

- Familiarity with the application interface, navigation and essential tool functions
- Understanding initial steps involved in creating or editing and saving basic spreadsheets
- Working with information in cells and changing appearance for clarity or emphasis
- Sharing or presenting information by preparation for printing data, perhaps simple charts

### Course Content

#### Excel Basics

- Spreadsheet terminology
- Exploring the Excel window
- Opening and navigating a workbook
- Closing a workbook
- Undo and Redo
- Using Help

#### Entering and Editing Data

- Creating a new Excel Workbook
- Entering and Editing labels and values
- Entering and editing formulas
- Saving a workbook
- Hiding rows and columns

#### Using Functions

- Entering Functions
- Using Autosum

#### Formatting Worksheets

- Formatting text
- Formatting rows and columns
- Number formatting
- Other formatting features
- Borders and shading

#### Printing

- Page Setup options
- Margins
- Page orientation
- Preview
- Print options

#### Charts

- Creating Charts
- Chart types
- Formatting Charts