EXCEL ESSENTIAL SKILLS

Microsoft Excel - Stage 1

ABOUT THIS COURSE

This introductory course is offered as a 3.5-hour short course focusing on getting you started in Excel. It covers the skills that are essential to creating professional worksheets.

IS THIS COURSE SUITABLE FOR YOU OR YOUR TEAM?

This course will suit anybody who will be creating or updating Excel worksheets in a business environment.

This course is definitely for you if:

☑ You are new to Excel and would like a beginner course

☑ You currently make minor updates to existing files and would now like to learn how to create worksheets from scratch

☑ You haven't used Excel for a while and would like a refresher course

LEARNING OUTCOMES

This hands-on course takes you through creating an expenses workbook. You will learn how to layout the worksheet, add calculations, insert additional data, quickly apply formatting to give the worksheet a professional look, preview and print the worksheet.

By the end of this course, you should be able to confidently:

- Move around the **Excel screen**

- **Insert** and **edit data** in a workbook

- **Create calculations** using formula and the SUM function

- **Apply formatting** to data

- **Apply borders** and **colour** to enhance the presentation of the data

- Set the **page options** to ensure the worksheet **prints** correctly

- **Preview** and **print** the worksheet

INTERACTIVE ONLINE TRAINING WITH A TUTOR

This course is designed for groups as an interactive online live session led by an instructor. Instruction follows a "hands-on" approach.

For online training please ensure you have access to the Internet, and your browser is the latest version of Microsoft Edge or Google Chrome. If you wish to follow along with the instructor, it is recommended that you have Microsoft® Excel software installed and two screens or two computers available. One to follow along in Excel, and the other to watch the instructor. The course is complemented with a step-by-step workbook and exercise files.

COURSE PRE-REQUISITES

This course is designed for people who are proficient at using the Microsoft® Windows environment, a mouse and keyboard.

COURSE DURATION AND DELIVERY

Course delivery consists of 3.5 hours hands-on tuition. The duration is set for a maximum of 8 people online. For larger groups the duration may take longer. The course is delivered by a certified Microsoft® Office Specialist.

COURSE CONTENT

Topics covered in this course include the following:

Getting Started
- Starting Excel and opening a workbook
- Working with the Excel Ribbon and tabs
- Working with sheet tabs – inserting and renaming
- Selecting cells and cell ranges

Entering Data
- Entering and deleting data
- Adjusting column width and row height
- Quick keys to move quickly around the worksheet and workbook

File Operations
- Saving a workbook – Save vs Save As
- Creating a new workbook
- Closing a workbook

Creating Calculations
- Creating calculations - formulas
- Understanding why and when to include brackets
- Editing calculations
- Using the Sum function
- Calculating percentages and GST

Modifying the Worksheet
- Making changes to the data
- Inserting, deleting and hiding rows and columns
- Moving and copying data
- Copying calculations using absolute $

Formatting the Worksheet
- Adding colour and borders
- Applying currency, percentage and comma formats
- Changing the alignment of data
- How to remove formatting from cells

Selecting suitable Page Setup options
- Using scaling options to control how your worksheet prints
- Changing the page from portrait to landscape
- Selecting suitable margins
- Setting Print Titles so that column headings print at the top of every page

Printing in Excel
- Previewing the worksheet before printing
- Setting a print area
- Printing the worksheet(s)

WHAT PEOPLE ARE SAYING ABOUT THE COURSE

"EXCELLENT ALL ROUND"

Just excellent, all round

Tim Joyce - NZ Branch Manager

"I FEEL GREAT"

You explained the course very well and made it very interesting. Totally enjoyed it. I feel great!

Vasant Vale - Warehouse Manager

GET IN TOUCH WITH US

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