

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Create and navigate Excel files
- \* Use time saving features such as AutoSum, AutoFill and creating formulae
- \* Format and customise worksheets
- \* Display data in charts
- \* Customise Quick Access Toolbar
- \* Use formulae effectively
- \* Create templates
- \* Use productivity tools and apply protection to a worksheet
- \* Edit simple data to a required format and layout.
- \* Produce and format a chart.
- \* Incorporate simple built-in functions.
- \* Organise and maintain data.
- \* Develop a template.

## PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### GETTING STARTED

- \* Starting the Excel program
- \* The Active Cell and referencing system
- \* Entering numbers and text
- \* Worksheets and workbooks
- \* Creating a new workbook
- \* Saving and opening a workbook
- \* Saving with different name or file type
- \* Closing a workbook
- \* Getting help and the ALT key help

### MANIPULATING WORKSHEETS

- \* Switching between worksheets
- \* Renaming a worksheet
- \* Inserting and deleting a worksheet
- \* Copying or moving a worksheet

### NAVIGATING EXCEL

- \* Selecting cell, range or entire sheet
- \* Selecting, inserting and deleting rows, columns and cells
- \* Modifying column and row size

### COPYING, MOVING AND DELETING

- \* Copying the cell or range contents
- \* Deleting, moving and editing content
- \* Undo and redo
- \* Using AutoFill
- \* Sorting a cell range
- \* Searching and replacing data

### CELL FORMATTING

- \* Modifying font type, size and formatting
- \* Cell border formatting
- \* Background colour and font colour
- \* Aligning contents in a cell range
- \* Cell orientation and text wrapping
- \* Using the Format painter

### NUMBER FORMATTING

- \* Number formatting
- \* Decimal point and Comma formatting
- \* Currency symbol
- \* Date styles and Percentages

### FORMULAS AND REFERENCING

- \* Creating and copying formulas
- \* Formula error messages
- \* Explain the difference and create Absolute and Relative references
- \* Common functions - Sum, Average, Max, Min and Count
- \* Using the IF function

### FORMULA AUDITING

- \* Tracing precedents and dependants of a cell
- \* Displaying all formulas in a worksheet
- \* Adding, displaying, editing and removing comments

### FUNCTIONS

- \* Excel 2010 Functions
- \* Getting help using a particular function
- \* Date and Time, Mathematical, Statistical, Text, Financial, Lookup and Reference, Logical, Database and Nested functions

### LINKING AND EMBEDDING DATA

- \* Linking cells within a worksheet
- \* Linking data or a chart to another workbook
- \* Linking data or a chart to a word document
- \* Update, locking and breaking links

### PRINTING

- \* Worksheet margins and orientation
- \* Worksheet page size and scaling
- \* Working with Headers and Footers
- \* Printing titles on every page
- \* Spell checking
- \* Comparing Workbooks side by side
- \* Zooming the view
- \* Previewing a worksheet
- \* Setting printing options

### FORMATTING AND DISPLAY

- \* Conditional formatting
- \* Creating custom number formats
- \* Freezing row and column titles
- \* Applying styles to a range
- \* Splitting windows
- \* Hiding and un-hiding rows, columns and worksheets

### USING CHARTS

- \* Inserting a different types of charts
- \* Resizing or deleting a chart
- \* Chart title, labels and background
- \* Changing a column, bar, line or pie slice colours
- \* Changing the chart type
- \* Modifying Charts using the Layout tab
- \* Copying and moving charts
- \* Chart formatting techniques

### CUSTOMIZING EXCEL

- \* Modifying basic options
- \* Minimising the Ribbon
- \* AutoCorrect options