**G-Cats®**
Geelong Computer and Training Services

## 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

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