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.

This course is delivered over 1 full session.

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

NAVIGATING EXCEL
* Different methods of selecting cells, rows and worksheets
* 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

MANIPULATING WORKSHEETS
* Switching between worksheets
* Renaming a worksheet
* Inserting and deleting a worksheet
* Copying or moving a worksheet

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 2019 Functions
* Getting help using a particular function
* Date and Time, Mathematical, Statistical, Text, Financial, Lookup and Reference, Logical, Database and Nested functions

USING CHARTS
* Inserting 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

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 worksheets2

CUSTOMIZING EXCEL
* Modifying basic options
* Minimising the Ribbon
* AutoCorrect options