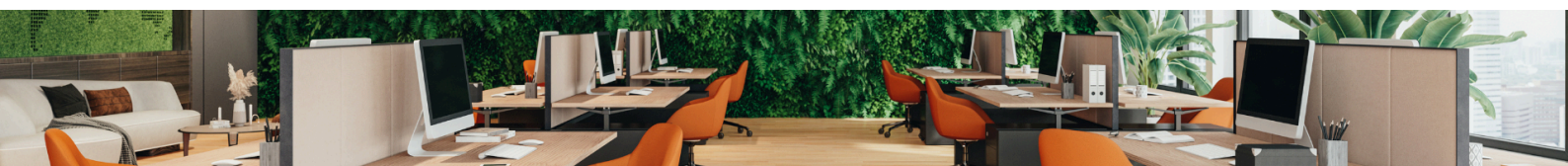# microsoft excel
Introduction

PROGRAM OVERVIEW:

This Excel course is perfect for any beginner and covers the basics of using Microsoft Excel. It's designed to get you up and running quickly, covering a solid grounding in the basics as well as tips and tricks to slash the time it'll take you to perform Excel tasks.

KEY LEARNING OUTCOMES:

- Learn the tips and tricks necessary to navigate your spreadsheet with lightning speed, and to perform repetitive formatting tasks instantly
- Understand how to build a range of formulas correctly and learn the concepts that will allow you to move to the next level of Excel quickly
- You'll build on cutting time spent on basic formulas even more by learning how to link formulas with other spreadsheets and files
- You'll learn to use Auto Fill tools that will slash the time you'll need to spend on repetitive data entry, whether it's text or numeric values
- Learn to reduce the time you'll need to spend manipulating Excel databases not just through using filtering and sorting tools, but also with the power of wildcard searches

DURATION:

- 1x day
- The program can be condensed and customised as needed for any audience. While designed to be delivered on-site at your premises to individuals or groups, this course is also available through live facilitator-led virtual learning for small groups.

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microsoft excel
Introduction

TOPICS:

The Basics
- How large is an Excel worksheet?
- Text, numbers/dates and formulas
- Zooming in and out quickly
- Editing and clearing cells
- Setting column widths
- Inserting and deleting columns
- Adding, deleting and renaming sheets
- Moving and copying sheets
- Copying sheets across files
- Viewing multiple sheets concurrently

Basic Calculations
- Addition calculations
- Subtraction, multiplication and division calculations
- BODMAS within calculations
- Percentage calculations
- Function-based calculations
- SUM - Using AutoSum to sum ranges
- SUM – Summing non-contiguous
- ranges
- SUM - using the Insert Function (fx) tool
- AVERAGE, MAX, MIN, COUNT and COUNTA functions
- Creating absolute references (A1)

Formatting Basics
- Methods of formatting
- Number and date formatting
- Changing cell orientation
- Centering cell contents
- Merging cells
- Using the Format Painter
- Clearing formats using the Format Painter
- Using the [F4] key to repeat formats

Sorting and Filtering Data
- Understanding Excel databases
- Sorting by single and multiple columns
- Filtering using the check box
- Clearing the Filter
- Using custom AutoFilter for numeric, date and wildcard searches

Working with Ranges
- Selecting ranges with the mouse
- Selecting ranges with the keyboard
- Navigation and selection shortcuts
- Copying and moving data
- Copying with the clipboard

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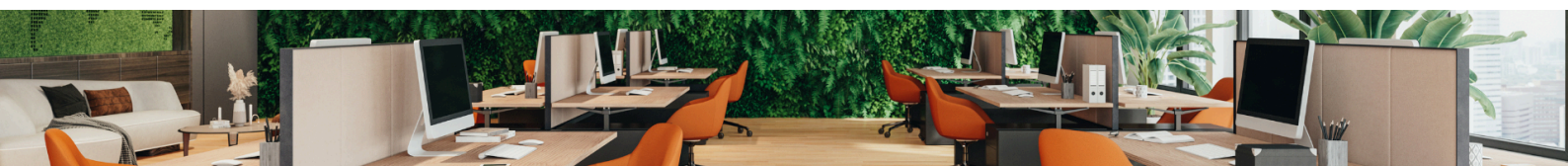
microsoft excel
Introduction

Page Setup and Printing
- The 3 screen views
- Using margins
- Changing margins by dragging
- Changing page orientation
- Printing a selected range
- Clearing a selected print range
- Inserting page breaks
- Removing page breaks
- Repeating print titles
- Clearing repeating print titles
- Printing gridlines
- Printing row numbers and column letters
- Scaling pages
- Printing active sheets, ranges and workbooks
- Printing headers and footers

Calculating Across Sheets and Files
- Adding across sheets by linking
- Using SUM across sheets by linking
- Linking formulas to sheets in different
- Excel files
- Updating broken links between files

Filling Data, Flash Fill and Custom Lists
- Using Auto Fill and Auto Fill Options
- Using Flash Fill
- Creating a Custom Fill list

Conditional Formatting Basics
- Conditional Formatting using numeric
- values
- Clearing rules
- Using Top/Bottom rules
- Using Data Bars, Icon Sets and Sparklines

Charting Basics
- Creating a chart in-sheet
- Resizing and repositioning charts
- Chart ribbon tabs
- Changing the chart type
- Changing the chart location
- Charting non-contiguous ranges
- Creating a pie chart
- Printing charts
- Problems in creating charts

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