

## Course Outline - **Microsoft Excel Introductory**

**Aims:** To give users a basic understanding of the workings and concepts of spreadsheets in Microsoft Excel

**Pre-requisites:** Attendance of a Windows Introduction or a good understanding of the Windows environment

**Duration:** Two days

### **An Introduction to Excel**

Spreadsheets concepts  
The Excel screen  
Using the keyboard and mouse  
Understanding the IntelliSense interface  
Help and the Office Assistant

### **Excel Basics**

Creating new workbooks  
Saving files  
Using the Places Bar  
Opening and closing workbooks

### **Basic Spreadsheet Work**

Moving around the worksheet  
Entering data into the worksheet  
Selecting areas of the worksheet  
Using AutoFill and Custom Lists  
Using the Office Clipboard  
Using Drag-and-Drop  
Creating formulas  
Using the AutoSum feature  
The AutoCalculate facility  
Using Cell Comments and Auditing

### **Worksheet Appearance**

Changing the appearance of cells  
The Format Painter  
Working with Rows and Columns

### **Printing**

Previewing the worksheet  
Using Page Setup  
Working with Headers and Footers

### **Workbooks**

Concepts of a Workbook  
Moving around a Workbook  
Inserting and deleting worksheets  
Renaming and moving worksheets  
Linking worksheets with formulas  
Workbook defaults

### **Working with Data Lists**

Concepts of a Data List  
Sorting lists  
Finding data in a list  
An introduction to AutoFilter  
Advanced AutoFilter options  
Using automatic Sub-Totals

### **An Introduction to Charting**

Creating a basic Chart  
Changing chart types  
Formatting and enhancing a Chart  
Printing a Chart  
Printing a chart with associated data

taking **IT** further

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