Basic Excel

Objective

The objective of this course is to enable the trainee to create and format individual worksheets learning how to use simple cell and column formatting skills. In addition there will be considerable emphasis placed upon the simple mathematical symbols used in Excel. Navigational procedures like hiding and freezing will be covered.

Key Content

- The Excel Screen Environment
- Ribbons, Tabs, Customisation
- Selecting Cells
- Entering Text and Numbers. Cell formatting
- Editing, Cut, Copy, Paste
- Formatting Text. Cell styles
- Shading and borders
- Inserting rows and columns
- Simple Formulae. Autosum, Percentages
- Headers & Footers
- Common Functions
- Differences between Relative & Absolute References
- Page setup, Printing & Zoom
- Other Simple Functions for example hiding, freezing, conditional formatting
- Exercises throughout