

EXCEL- INTRODUCTION



Corporate IT Course

LEARNING OUTCOMES

- Confidently navigate and work with the new results-oriented Excel interface, understanding its key components and layout
- Prepare, edit, and format spreadsheets efficiently, including adjusting columns/rows, applying styles, and managing data entry
- Apply formulas and functions to perform calculations, automate tasks, and analyze data effectively
- Use Excel tools such as AutoSum and AutoFill to speed up repetitive tasks and improve accuracy
- Produce well-organized, professional-quality printed spreadsheets, adjusting page layout, headers/footers, and print settings
- Create clear and visually appealing basic charts using Microsoft Excel's charting features to represent data effectively

COURSE OVERVIEW

Perfect for first-time or potential Excel users, this hands-on course provides a solid foundation in creating, editing, formatting, and printing spreadsheets. Delegates will discover how to use formulas, functions, and charts to manage and present data with confidence. By the end of the session, participants will be able to navigate Excel with ease and apply its key features to boost efficiency and accuracy in their daily tasks. **Prerequisite:** Delegates must have attended a Windows Introductory course or have equivalent experience using the Windows environment.

TOPICS COVERED IN THIS COURSE

Exploring the Excel Environment

Navigate Excel's interface, customise the Quick Access Toolbar, and manage multiple workbooks with split windows and frozen panes.

Building and Managing Spreadsheets

Enter, edit, and organise data efficiently. Learn quick methods for navigation, selection, copying, and moving information.

Working with Sheets

Insert, delete, copy, and rename sheets. Apply tab colours and use AutoFill to generate series automatically.

Formulas and Functions

Create formulas using standard operators, apply the BODMAS rule, and use key functions like **SUM**, **COUNT**, and **AVERAGE** with confidence.

Formatting Worksheets

Enhance spreadsheet appearance with fonts, borders, shading, and alignment. Adjust rows and columns, apply styles, and format numbers and dates.

Printing and Page Layout

Prepare spreadsheets for printing with page breaks, orientation, margins, and headers/footers. Set repeating titles for professional results.

Charting Basics

Create and format simple charts to display data clearly and effectively.

Sorting and Filtering Data

Use AutoFilter and sorting tools to organise, find, and analyse data quickly.