Excel Introduction Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required.

Session One

Creating an Excel Workbook

- ☐ Explore the User Interface and the Ribbon
- ☐ Customise the Quick Access Toolbar
- ☐ Enter text, values and dates in cells
- ☐ Work with Autofill and custom lists
- ☐ Use Save and Save As
- ☐ Create a new folder
- ☐ Convert workbooks, compatibility checker

Editing an Excel Worksheet

- ☐ Move, copy and paste cells
- ☐ Edit cell contents, Use Undo and Redo

Formatting a Worksheet

- ☐ Modify fonts
- ☐ Apply cell styles & themes
- ☐ Modify alignment & orientation of cell contents
- ☐ Apply number formats (currency, %, date)
- ☐ Modify the size of columns and rows
- ☐ Clear cell content and formats

Printing a Worksheet

- ☐ Preview and print a worksheet
- ☐ Change page orientation and scaling
- ☐ Set page margins and layout
- ☐ Setup headers and footers
- ☐ Set, print and clear a print area
- ☐ Insert and remove a page break
- ☐ Print column & row titles; set other options

Session Two

Creating a Formula

- ☐ Create simple calculations
- ☐ Use AutoSum
- ☐ Enter a formula: typing, using AutoComplete or using the Formula bar
- ☐ Revise a formula
- ☐ Use Insert Function, including:
  - AVERAGE
  - SUM
  - COUNT
  - MIN
  - MAX
- ☐ Relative and absolute cell references
- ☐ Recognise common error messages

Working with Worksheets

- ☐ Insert and delete cells, rows & columns
- ☐ Insert, name and delete worksheets
- ☐ Move and copy a worksheet
- ☐ Change the zoom setting

Working with Tables

- ☐ Format a list of data as a table
- ☐ Amend the layout and design

Attaching Workbooks to an Email

- ☐ Send Excel workbook via email
- ☐ Send Excel document as a PDF document via email

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