

Module: MS Excel - Basic

Mode: Classroom

Duration: 16 hours

Course Outline

The Basics

- Creating a New Workbook
- Navigating in Excel
- Using Excel Menus and Toolbars: Hiding, Displaying, and Moving Toolbars
- Entering Values in a Worksheet and Selecting a Cell Range
- Previewing and Printing a Worksheet
- Getting Help from the Office Assistant
- Saving a Workbook & Re-opening a saved workbook

Formatting a Worksheet

- Creating Headers, Footers, and Page Numbers
- Adjusting Page Margins and Orientation
- Adding Print Titles and Gridlines, rows to repeat at top of each page
- Formatting Fonts & Values
- Adjusting Row Height and Column Width, Changing Cell Alignment
- Adding Borders, Applying Colors & Patterns
- Using the Format Painter, Using AutoFormat
- Merging Cells, Rotating Text, and using AutoFit
- Using AutoFill
- Creating Custom Headers & Footers

Managing your workbooks

- Switching Between Sheets in a Workbook
- Renaming, Inserting, Moving and Deleting Worksheets
- Protecting a Workbook

- Hiding Columns, Rows and Sheets, Inserting Page Breaks
- Splitting and Freezing a Window
- Advanced Printing Options

Editing a Workbook

- Entering Date Values and using AutoComplete
- Editing, Clearing, and Replacing Cell Contents
- Cutting, Copying, Pasting Cells with Drag and Drop
- Collecting and Pasting Multiple Items
- Using the Paste Special Command
- Inserting & Deleting Cells, Rows, Columns
- Using Undo, Redo, and Repeat
- Checking Your Spelling
- Finding and Replacing Information
- Inserting Cell Comments

Sort & Filter

- Sorting of Excel in ascending and descending order
- Multi-level sorting
- Sorting based on Color, Icon
- Filter – Normal & Custom

Basic Formulas

- Using Basic Formulas to get Sum, Count, Average
- Editing, Clearing, and Replacing formula Contents

Creating Simple Charts

- Entering Date Values and creating charts
- Changing Chart types