

# Excel Introduction

This course introduces you to Excel spreadsheets and how they are used in business. You will learn to create, edit, format and print professional looking spreadsheets using simple formulas.

## Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: This course will suit you if you are a beginner and are just getting started with Excel.

Prerequisites: Successful completion of MCI Solutions' Computer Fundamentals course or equivalent knowledge and skills are required to participate in this course.

## Learning Outcomes

At the end of this program you will be able to:

- Start and explore Excel
- Navigate around the workbook
- Enter and edit data
- Use simple formulas
- Manipulate data
- Format data
- Preview and print data

## Course Content

### Getting to know Microsoft Excel

- The Excel screen
- Using short cut menus
- Launching Dialog Boxes

### Creating a new workbook

- Typing text, numbers, dates and formulas
- Making basic changes

### Working with workbooks

- Navigating using the keyboard
- Using Go To

### Editing in a workbook

- Editing formulas
- Clearing and deleting data in a cell
- Using Undo and Redo

### Selecting ranges

- Selecting contiguous and noncontiguous ranges
- Using special selection techniques
- Selecting larger ranges

### Copying data

- Using Fill for quick copying
- Copying from one range to another
- Copying to another worksheet

### Filling data

- Filling a series
- Filling using options
- Creating a custom Fill list

### Formulas and Functions

- Creating formulas that add and subtract
- Creating formulas that multiply and divide
- Using the Sum Function to add
- Finding an average
- Finding a maximum and a minimum value
- Common error messages

### Font formatting

- Changing fonts
- Making text bold, italicised and underlined
- Changing font colours
- Using the Format Painter

### Cell alignment

- Aligning left, right and centre
- Rotating, indenting, wrapping and merging text

### Row and column formatting

- Setting columns widths and row heights
- Hiding rows and columns

### Number formatting

- Formatting as currency
- Formatting percentages
- Increasing and decreasing decimals

### Printing

- Previewing and printing a range
- Printing an entire workbook

### Applying borders

- Applying a border to a range
- Removing borders

### Working with a worksheet

- Worksheet zooming
- Inserting, deleting, moving, copying and renaming a worksheet
- Switching between worksheets

### Worksheet techniques

- Inserting, deleting, moving, copying and renaming a worksheet
- Grouping worksheets
- Freezing rows and columns

### Page Setup

- Page breaks
- Settings rows as repeating print titles
- Scaling to a percentage

### Getting Help

- Browsing for help