



Versatéo

Software Training solutions

Excel Level 1 A One-Day Training Course

Course Aims

This course introduces users to Microsoft Excel. Users will learn how to create, modify and print spreadsheets. This 'hands on' course includes specially prepared exercises that give participants practical experience of using the features of Excel to create professional looking spreadsheets.

Course Outline

Getting Started with Excel

- Starting Excel; Excel Opening Screen
- Basic Excel On-Screen Features

Getting Assistance with Excel

- The Office Assistant
- The Ask a Question Box
- Other Ways to Get Help

Creating a Workbook

- Creating a New Workbook and Entering Data
- Moving Around the Sheet
- Selecting and Editing Data; Undoing Incorrect Edits
- AutoFill; Custom Lists
- AutoRecover
- Saving, Closing, Opening and Deleting a Workbook
- Creating a folder

Editing a Worksheet

- Moving & Copying Data
- Using Go To /Find and Replace

Creating Formulae

- Entering a Calculation
- Using Basic Functions; AutoSum; Insert Function
- Using Relative and Absolute Cell Addresses
- Common Error Messages

Formatting Cells

- The Formatting Toolbar
- Formatting Numbers and Text
- Indenting and Aligning
- Resizing Columns and Rows
- Merge and Unmerge Cells
- Borders and Shading
- AutoFormat and Format Painter

Working with Worksheets

- Inserting, Deleting & Moving Rows and Columns
- Inserting, Deleting, Moving & Naming Worksheets
- Change the Colour of Worksheet Tabs

Printing Worksheets

- Print Preview
- Changing the Page Setup; Printing

Charts and Pictures

- Creating Charts; Chart Wizard
- Changing Chart Elements
- Changing Chart Data
- Printing Charts
- Inserting Clip Art and Pictures
- Drawing Objects
- Manipulating Objects

Target Audience

New or intending users of Excel who want to gain a good understanding of the software in a short space of time.

Assumed Knowledge

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required, gained either by previous experience or by attendance on a "Windows Fundamentals" course.

Training path

Level 1 - New users with little or no experience, creating and modifying spreadsheets.

Level 2 - Providing existing users with an understanding of more advanced features

Level 3 - Advanced functions, automation and customisation of workbooks