



Microsoft Excel Introduction

Overview

This course introduces delegates to the basic functions of Microsoft Excel and will enable them to create worksheets and perform formatting and functions within the worksheet.

Target Audience

This course is designed for people who wish to gain the skills necessary to create, edit, format and print basic Microsoft Excel worksheets.

Program Fundamentals

- Starting Excel
- Understanding the Excel Program Screen
- Giving Commands
- Using Command Shortcuts
- Creating a New Workbook
- Opening a Workbook
- Previewing and Printing a Worksheet
- Saving a Workbook
- Closing a Workbook
- Using Help
- Exiting Excel

Getting Started with Worksheets

- Navigating a Worksheet
- Entering Labels and Values
- Selecting a Cell Range and Entering Data in a Cell Range
- Overview of Formulas and Cell References
- Entering Formulas
- Entering Content Automatically
- Referencing External Data

Editing a Worksheet

- Editing Cell Contents
- Copying and Moving Cells
- Controlling How Cells Are Moved or Copied
- Collecting Items to Move or Copy
- Checking Your Spelling
- Inserting Cells, Rows, and Columns
- Deleting Cells, Rows, and Columns
- Using Undo and Redo
- Finding and Replacing Content



- Adding Comments to Cells
- Tracking Changes

Formatting a Worksheet

- Formatting Text
- Formatting Values
- Adjusting Row Height and Column Width
- Working with Cell Alignment
- Adding Cell Borders and Background Colors
- Copying Formatting
- Applying and Removing Cell Styles
- Creating and Modifying Cell Styles
- Using Document Themes
- Applying Conditional Formatting
- Creating and Managing Conditional Formatting Rules
- Finding and Replacing Formatting