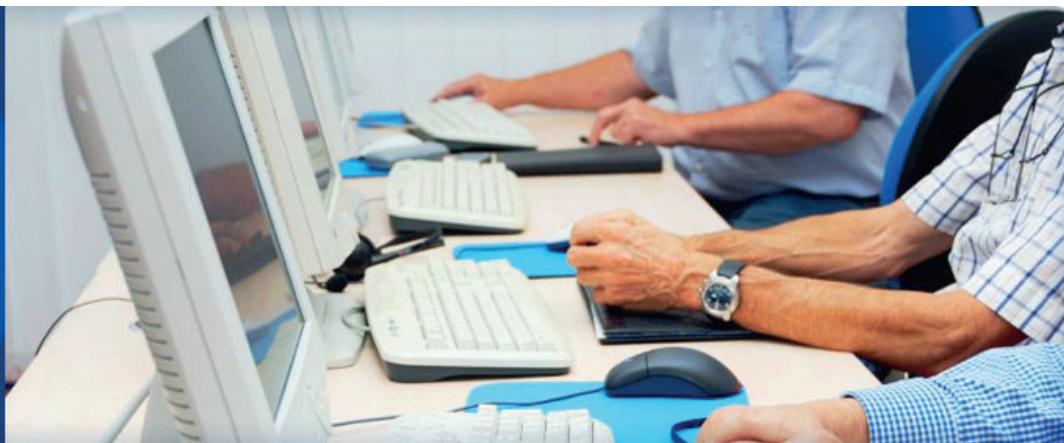


# Introduction to Microsoft Excel

## Course Outline



**Product Versions:** 2003, 2007, 2010

**Course Duration - 1 day**

**Pre Requisite:** A general ability to generate simple documents and a need to use the basic features

**Objectives:** Upon completion of the course the delegate will be able to create and modify spreadsheets using basic features and perform basic calculations.

## COURSE CONTENT

### Getting Started

- Understand spreadsheet concepts
- Exploring the Excel window
- Understanding Excel Icons
- The menu bar
- Toolbars
- Column and row headers
- Sheet tabs
- Menus & submenus
- Exiting Excel

### Working with Worksheets & Cells

- Moving data with drag-and-drop
- Copying entries (copy & paste)
- Inserting & deleting rows & columns
- Moving & copying formulas
- Using office clipboard
- Find & replace
- Using filters
- Using "Go To"
- Inserting & deleting worksheets

### Creating a Worksheet

- Create a new workbook
- Open a saved workbook
- Spreadsheet data types
- Entering and editing data
- Entering and editing formulas
- AutoFill
- Saving & deleting a workbook
- Opening & closing a workbook

### Formatting Worksheets

- The formatting toolbar
- Resizing columns and rows
- Freeze panes
- Edit font type, size, style and colour
- Alignment
- Number formatting
- Borders & background colour
- Using Format Painter & AutoFormat

### Entering Basic Calculations

- AutoSum
- Entering formulae
- Using Average, Min & Max
- Statistical functions
- Using absolute cell references

### Printing

- Print preview
- Page setup options
- Print whole worksheet
- Print sections from worksheet
- Insert automatic page numbers



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