enliten
TRAINING SOLUTIONS

Microsoft 365 - Excel Introduction
1 Day Course

Overview

You will learn all of the relevant skills needed to build and manipulate basic Excel spreadsheets. With plenty of hands-on time and exercises basic tasks such as: using shortcuts, working with ranges, building formulae, editing and formatting data, printing and charting will become demystified.

Audience

Those new to spreadsheets, those who are self-taught or those who have been told what to do and don't really understand why they are doing things.

Course Objectives

The objectives of the course are to:

- Give you the knowledge to build, edit, format and print basic spreadsheets
- Introduce the basic principles of creating and using formulae and functions
- Teach users how to create and edit simple graphs

Prerequisites

No prior Excel knowledge is assumed.

Course Contents (1 day)

- Basic principles
  - Understanding the screen layout – Ribbons, icons, QAT, Zoom etc.
  - Cursor shapes and their actions
  - Cell selection techniques
- Working with cells
  - Entering and Editing cells
  - Using shortcuts
  - Autofill and Flash Fill
  - Copying and Moving data
  - Undo & Redo
  - Clear formats
- Formulae
  - Setting up a basic worksheet
  - Creating your own formulae *(Some basic maths is covered)*
  - Order of calculation - BODMAS
  - Using in-built functions e.g. sum, average, count, counta
  - Relative vs Absolute referencing
- Formatting
  - Text formatting

- Inserting/Deleting rows & columns
  - Hide & Unhide Rows/Columns
  - Altering Column widths and Row heights
  - Adding Colours/Borders/Shading
  - Alignment & Merging cells
  - Wrapping text into paragraphs
  - Number formatting
  - Format painter
  - Add/Edit comments
- Conditional Formatting: - Using Data bars, Colour scales & Icon sets
- Printing
  - Print preview
  - Working with Page Break Preview
  - Adjusting Margins
  - Shrink to fit
  - Setting different Print areas
  - Headers and Footers
  - Repeating headings over multiple pages
- Larger documents
  - Splitting and freezing
  - Zoom

- Graphs
  - o Insert Chart vs Quick chart
  - o Bar/Line/Pie charts
- o Adding/Editing:
  Headings, Borders, Legends, Data Table
- o Printing Charts

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.