Microsoft Excel Introduction
Course Outline

Course Format: One Day
Max Capacity: 6 People

The course is designed to give an understanding of some of the major features and functions within Excel and the advantages of using a powerfully integrated spreadsheet. The course is entirely "hands on" and those attending will gain a good understanding of how to create and manage spreadsheets.

By the end of the course all students will be able to set up a spreadsheet containing statistical analysis functions and charts and be confident with the rules of basic formulae. No spreadsheet knowledge will be assumed. This course is good for people who do have some knowledge or who are self taught.

Creating Workbooks	Enter Text and Numbers
Autofill	Enter Formulae
Open, Save, Name & Close Workbooks	Print & Preview Options
Editing Workbooks	Open Existing Workbooks
Moving Around the Worksheet	Selecting Areas
Deleting Data	Editing Cell Contents
Copying and Moving Data	Charting
Chart Example	Creating a Chart
Formatting Chart Objects	Formatting
Apply Font Formats	Number Formats
Text Alignment	Handling Percentages
Working with Columns / Rows	Changing Column Widths
Changing Row Heights	Autofit
Insert/Delete Columns and Row	Further Formulae
Absolute Cell Referencing	Statistical Functions
Sorting	AutoSum
Conditional Formatting – basic built in	Using AutoFilter
Hiding rows/columns	Freeze Panes
Moving/renaming worksheets	Data form
Goal Seek	

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