



MICROSOFT EXCEL - INTRODUCTION

A One Day Course Covers:

1. Introduction

- What is a Spreadsheet?
- Starting Excel, The Opening Screen
- Title Bar, Menu Bar, Toolbars
- Formula Bar and Name Box; Scroll Bars, Status Bar, Office Assistant
- Active Cell, Column and Row Headers
- Sheet Tabs; Status Bar; Menus and Submenus
- SpeedKeys, Dialogue Boxes; Exiting Excel

2. Getting Assistance

- Using the Office Assistant
- Other Ways of Getting Assistance
- Manipulating the Help Window
- Finding Out What's on the Screen

3. Starting a Workbook

- Creating a New Workbook
- Moving around the sheet
- Scrolling; The Mouse Pointer
- Selecting Cells with the Mouse
- Selecting Cells with the Keyboard
- Spreadsheet Data Types
- Entering and Editing Data
- Editing Long Entries
- Undoing Incorrect Edits
- AutoFill; Custom Lists
- Saving, Closing, Opening and Deleting a Workbook

4. Working with Worksheets and Cells

- Using Go To
- Moving Data with Drag-and-Drop
- Cut, Copy and Paste
- Using the Office Clipboard
- Using Find and Replace
- Clearing Data
- Spell Check

5. Entering Basic Calculations

- AutoSum; Entering a Calculation
- Statistical Functions
- Using Relative and Absolute Cell Addresses
- Circular References

6. Formatting the Worksheet

- The Formatting Toolbar
- Enhancements
- Alignment
- Formatting Numbers
- Resizing Columns and Rows
- Using the Format Painter

7. Structuring the Worksheet

- Inserting/Deleting Rows and Columns
- Inserting/Deleting Worksheets
- Renaming Sheets

8. Printing

- Print Preview
- Changing Page Setup
- Printing a selected Work Area
- Headers/Footers
- Page Breaks



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