

Course Objectives

This Spreadsheet course covers the essential topics relating to using a spreadsheet application for everyday use. It's suitable for complete beginners.

By the end of this course you will be able to work with spreadsheets and save them in different file formats. Use the Help facility. Enter data into cells and use good practice in creating lists. Select, copy, sort and move and delete data. Copy, move, delete and rename worksheets. Create mathematical and logical formulas, format numbers, choose create and format charts. Lastly you will learn how to adjust page settings before committing to printing.

Estimated Course duration is 2 - 3 hours. Each lesson takes on average 3-5 minutes to complete.

Using the Application

- MS Excel Environment
- Backstage View
- Creating New Workbooks
- Opening and Closing Workbooks
- Saving and Updating Workbooks
- Saving Workbooks as Templates
- File Formats
- Switching between Workbooks
- Available Help Functions

Cells

- Entering Text and Values
- Selecting Ranges
- Using Undo/Redo
- Searching and Replacing Content
- Sorting Cell Ranges
- Copying and Moving Cell Contents

Managing Worksheets

- Inserting Columns and Rows
- Deleting Columns and Rows
- Modifying Columns and Rows
- Modifying Worksheets
- Freezing Panes

Formulas and Functions

- Order of Calculation
- Creating Formulas
- Relative and Absolute Cell Referencing
- AutoSum
- Sum Function
- Average Function
- Min and Max Functions
- Count Function
- Round Function
- IF Function

Formatting

- Formatting Numbers
- Formatting Font Size and Type
- Cell Contents Formatting
- Format Painter
- Text Wrapping
- Aligning Cell Contents
- Cell Content Orientation
- Merging Cells

Charts

- Creating Column Charts
- Creating Bar Charts
- Creating Line Charts
- Creating Pie Charts
- Editing Charts
- Formatting Charts

Prepare Outputs

- Page Setup
- Headers and Footers
- Print Set-Up
- Previewing and Printing
- Printing Workbooks
- Printing Selected Ranges