



Microsoft Excel Introduction

McGovernConsultancy.com
Duration 1 Day
Format Instructor Led

Overview

Microsoft Excel is an essential tool in today's business environment. Just about every business large or small makes use of this market leading spreadsheet package which can generate spreadsheets from any number of data sources.

Using calculations and formulas, users can manage data easily including budgets, financial data, statistical data, reports, charts, graphs, and small lists. On this course you will be introduced to many of the topics required for today's fast paced commercial environment.

Objectives

The Excel Introduction course covers a series Excel features and the steps required to use these features. The one day course is a combination of theory and hands on practical experience coupled with learning exercises to test, reinforce and confirm what has just been demonstrated.

Although we have a course outline and core material at McGovernConsulting we are more than happy to cover topics of direct interest to course delegates and we respond quickly and directly to their requests for information and demonstration.

On completion of this course, participants will be able to do the following:

Customisation

- Short cuts and the Recent page (pinning)
- Changing Ribbon Display
- Customising the QAT
- Hiding & Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes

Creating a Basic Worksheet

- Explore the User Interface and the Ribbon
- Review Home Tab
- Layout
- Opening Up

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- Choosing Template
- Enter Data and Save a workbook
- Navigate and Select in Excel
- Use the Online Help
- Parts of a Workbook
 - Opening a Workbook
 - Saving/Save As
 - Closing a Workbook

Manipulating Data

Selecting Data

Entering & Deleting Data

Undo & Redo

Cut, Copy & Paste

Paste Special

Manipulating a Spreadsheet

- Inserting Rows & Cols
 - Using menu bars
 - Using short cut menus
- Merging & Splitting Cells
 - AutoFit
 - Wrapping Text
 - Moving Cells
 - Using Paste Special
- Using Find & Replace
- Hiding & Unhiding Cells/columns/rows
- Features of the Home Ribbon

Calculations & Formulas

- Practice – Absolute References
- Basic Formulas
 - Practise
 - SUM
- Advanced Functions
 - Practise
- Spell Check
- Sort & Filter
 - Lesson

- AutoFill
- Flash Fill
 - Lesson
- AutoSum
- AutoComplete

Formatting a Worksheet

- Manual Formatting
 - Adding Borders
 - Adding Patterns and Colours
 - Applying Styles and Themes
 - Changing Font Size & Colour
 - Text Effects
- Borders & Fill
 - Using Font tab of Format Cells Dialog
 - Clearing Formatting
- Using the Format Painter
- Using Conditional Formatting
- Managing Multiple Windows
 - Switching Between Open Windows
 - Arranging Workbooks
 - Comparing Workbooks Side by Side

Layout

- Wrapping Text
- Changing Size Rows & Cols
- Adjusting Cell Alignment
- Changing Text Direction
- Changing Number Format

Managing Large Workbooks

- Insert, Delete and Move Worksheets
- Format Worksheet Tabs
- Freeze Titles

Styles & Themes

- Using cell styles
- Formatting Data as a table



- Changing the Theme
- Inserting Page Breaks
- Adding a Background

Presentation

- Inserting Smart Art
- Inserting Text Boxes
- Inserting Pictures
- Inserting Equations
- Drawing Shapes
- Page Breaks

Charting Data

- Spark lines
- Inserting Charts
 - Changing the Chart Type
 - Working with Chart Axes and Data Series
 - Changing the Source Data
 - Plotting multiple and discontinuous series
 - Saving the Chart as a Template
- Inserting Pivot Tables
 - Using Slicers
 - Creating Timelines

Saving & Printing

Using Views

Saving as a PDF / XPS

Using Page Break Preview

- Setting Print Options
- Setting Print Area/Print Titles
- Using Page Setup
- Page Layout Tab

Printing a workbook

Using Views

Saving as a PDF / XPS

Emailing a workbook

Sharing on sky drive

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