

Excel Basic Course Outline

The Basic Excel course is an introduction into using Microsoft Excel for users who may not be familiar or confident in using the application. The course is exercise driven using realistic examples and exercises to provide practical knowledge, which then can be applied within the employee's everyday work.

1. Getting started

- Opening Excel
- Opening Existing spreadsheet
- Saving Spreadsheet
- Create new spreadsheet

2. Editing data within a spreadsheet

- Cut
- Copy
- Paste
- Paste Special

3. Working with Spreadsheets (Cells, Columns and Rows)

- Inserting Columns
- Deleting columns
- Hide
- Unhide

4. Formatting the spreadsheet

- Formatting numbers
- Borders and shading
- Remove format

5. Introducing basic tools

- Autofill
- Spell Check
- Basic Formulas
- Sorting Data
- Find and replace
- Formatting and printing
- Finding Help

6. Working with Absolute Cell Addresses

- Absolute Cell address

Duration

1 day (1000 to 1600)

Up to 6 attendees