INTRODUCTION TO MS EXCEL

Learning Outcomes: At the completion of this course, students will have a basic understanding of the principals of spreadsheeting including data entry, formatting and printing and a variety of simple formulas.

Pre-Requisites: Basic keyboard, mouse and Windows skills required.

Spreadsheet Concepts:

- How Spreadsheets Work
- Spreadsheets Characteristics
- Spreadsheets Functionality
- The Appropriateness Of Spreadsheets

Features:

- Starting MS Excel
- The MS Excel Screen
- Understanding The Workbook
- Moving The Cell Pointer
- Moving About The Workbook
- Using Go To
- Basic Menus And Toolbars
- Using Menus And Toolbars
- Exiting MS Excel

Formatting / Using Formula:

- Resizing Columns And Rows
- Font Colour And Size, Borders And Shading
- Cell Alignment
- Introduction To Formulas
- Create Simple Formulas (Add, Subtract And Multiply)

A Simple Workbook:

- Creating A New Workbook
- Entering Data In A Workbook
- Saving A New Workbook
- Opening A New Workbook
- Saving Your Work
- Essential Formatting
- Column Best Fit
- Closing A Workbook

Basic Printing:

- Print Preview
- Simple Printing
- Page Orientation