

MICROSOFT EXCEL - INTRODUCTION

Acquire the essential skills to be able to use Excel effectively on a day-to-day basis.

Where: Available Nationwide, subject to demand

Aimed at: Anyone new to Excel or those with limited knowledge of Excel.

Trainer: E-Bridge Training Limited.



Programme Objectives

The aim of the course is to cover all of the essential topics required to use Excel effectively on a day-to-day basis including: data entry, formatting, changing page settings & writing formulas. We will also look at shortcuts and quicker ways of performing everyday tasks and concentrate on common problem areas.

Programme Content

Excel Basics

- ✓ Introduction
- ✓ The Excel Screen
- ✓ Creating a Workbook
- ✓ Saving a Workbook
- ✓ Closing a Workbook
- ✓ Opening a Workbook
- ✓ Preview & Print a Workbook / Worksheet

Entering / Editing Data

- ✓ Moving around the worksheet
- ✓ Different Data Types
- ✓ Entering Data
- ✓ Editing Data
- ✓ Selecting Cells
- ✓ Deleting cell contents

Excel Essentials

- ✓ Moving and Copying Cells
- ✓ Using Cut, Copy Paste
- ✓ Drag and Drop
- ✓ Fill Handle
- ✓ Resizing Columns / Rows
- ✓ Inserting Columns / Rows

Formatting

- ✓ The Formatting Toolbar
- ✓ Changing Font Attributes
- ✓ Changing the Alignment
- ✓ Working with Background Colours & Borders
- ✓ Formatting Numbers
- ✓ Using the Format Painter
- ✓ Deleting Formats
- ✓ Using AutoFormat

Viewing and Modifying Worksheets

- ✓ Zoom Setting
- ✓ Splitting a Worksheet
- ✓ Freezing Panes
- ✓ Print Titles
- ✓ Hiding and Un-hiding Columns and Rows
- ✓ Displaying Gridlines

Formulae and Functions

- ✓ Formula Basics
- ✓ Use of brackets in multiple calculations
- ✓ Functions
 - ✓ Sum
 - ✓ Min
 - ✓ Max
 - ✓ Average
 - ✓ Count
 - ✓ AutoSum – Expanded AutoSum
- ✓ Copying Formulae
- ✓ Relative vs. Absolute cell addressing

Custom Lists

- ✓ Lists in Excel
- ✓ Using AutoComplete
- ✓ Creating Custom Lists
- ✓ Using Custom Lists

Getting Help

- ✓ Using the Help Facility
- ✓ Printing a Help Topic

To book your place, or for more information, contact Samantha Owens, FDI Skillnet Project Officer on (01) 6051728 or Samantha.owens@ibec.ie