

# Essential Skills



## MICROSOFT EXCEL

The first step in becoming a proficient user of Excel

### About this course

This introductory course is offered as a 3.5 hour onsite short-course focusing on getting you started in Excel. It covers the skills that are essential to creating professional worksheets.

### Is this course suitable for you or your team?

This course is aimed at people who will be creating or updating Excel worksheets in a business environment. This course is definitely for you if:

- You are new to Excel and would like a beginner course
- You currently make minor updates to existing files and would now like to learn how to create worksheets from scratch
- You haven't used Excel for a while and would like a refresher course

### Learning outcomes

This hands-on course takes you through creating an expenses workbook. You will learn how to layout the worksheet, add calculations, insert additional data, quickly apply formatting to give the worksheet a professional look, preview and print the worksheet.

By the end of this course, you should be able to confidently:

- Move around the Excel screen
- Insert and edit data in a workbook
- Create calculations using formula and the SUM function
- Apply formatting to data
- Apply borders and colour to enhance the presentation of the data
- Set the page options to ensure the worksheet prints correctly
- Preview and print the worksheet

### Learning methods

This course is designed to be instructor led. Instruction follows a "hands-on" approach. Learners will require a PC with Microsoft® Excel software installed. The course is complemented with user reference workbooks.

### Course pre-requisites

This course is designed for users who are proficient at using the Microsoft® Windows environment, a mouse and keyboard.

## Course duration and delivery

Course delivery consists of 3.5 hours hands-on tuition. Please note the duration is set for a maximum of 12 people. If you are thinking of running this course for a larger group please contact us for confirmation of the required duration.

The course is delivered by a certified Microsoft® Office Specialist with over 20 years of experience training Microsoft® products.

## Course content

Topics covered in this course include the following:

### Getting Started

- Starting Excel and opening a workbook
- Working with the Excel Ribbon and tabs
- Working with sheet tabs – inserting and renaming
- Selecting cells and cell ranges

### Entering data

- Entering and deleting data
- Adjusting column width and row height
- Quick keys to move quickly around the worksheet and workbook

### File operations

- Saving a workbook – Save vs Save As
- Creating a new workbook
- Closing a workbook

### Creating calculations

- Creating calculations - formulas
- Understanding why and when to include brackets
- Editing calculations
- Using the Sum function
- Calculating percentages and GST

### Modifying the worksheet

- Making changes to the data
- Inserting, deleting and hiding rows and columns
- Moving and copying data
- Copying calculations using absolute \$

### Formatting the worksheet

- Adding colour and borders
- Applying currency, percentage and comma formats
- Changing the alignment of data
- How to remove formatting from cells

### Selecting suitable Page Setup options

- Using scaling options to control how your worksheet prints
- Changing the page from portrait to landscape
- Selecting suitable margins
- Setting Print Titles so that column headings print at the top of every page

### Printing in Excel

- Previewing the worksheet before printing
- Setting a print area
- Printing the worksheet(s)

#### **“Specific and Relevant”**

Specific and relevant to my work. Finally, I don't have to rely on others to do it for me!

Ian Erasmus, Spicers Paper, after attending an Excel Stage 1 course

## EXCELATWORK

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