Microsoft Excel Introduction

Our training in Microsoft Excel is in modular form, so that you are select specific modules for groups of users who do not require full course.

The approximate time to teach each module is included with details of the content. Accordingly you will be able to gauge fairly accurately the training time required for your specific needs.

The full course comprises approximately three training days:

- the first day is an **introductory** course aimed at first-time users
- the second and third days are intended for experienced users wishing to attain **intermediate** or **advanced** proficiency levels.

Module 1.1: Excel Basics **Lesson A. The Paper Spreadsheet**	• A-1: Examining a paper spreadsheet
Lesson B. The Excel Program	• B-1: Starting Excel
Lesson C. The Workbook Environment	• C-1: Identifying the features of a workbook • C-2: Identifying toolbar buttons and the Office Assistant
Module 1.2: Entering Data and Navigating in a Worksheet **Lesson A. Entering and Correcting Data**	• A-1: Entering text • A-2: Replacing text in a cell • A-3: Correcting an entry before entering it • A-4: Entering numbers and dates
Lesson B. Saving a File	• B-1: Saving the workbook file
Lesson C. Using Formulas	• C-1: Entering formulas • C-2: Completing the worksheet • C-3: Identifying numbers and formulas in a worksheet • C-4: Clearing the contents of a cell and using the Undo button
Lesson D. Opening a Second File	• D-1: Updating a file and working with more than one workbook
Lesson E. Navigation and Movement Techniques	• E-1: Using movement techniques • E-2: Moving to a specified cell in a worksheet • E-3: Using the Window, Freeze Panes command • E-4: Using the Window menu to switch between open files • E-5: Creating a new workbook
Module 1.3: Cells, Ranges & Functions **Lesson A. Working with Ranges**	• A-1: Selecting ranges • A-2: Entering numbers in a selected range
Lesson B. Working with Functions	• B-1: Experimenting with the AutoCalculate feature • B-2: Entering the SUM function by using the mouse to specify a range • B-3: Using the AutoSum button • B-4: Using the Edit Formula button • B-5: Using the Paste Function button
Lesson C. Editing Cell Contents	• C-1: Entering text longer than the standard cell • C-2: Editing text • C-3: Creating and correcting a formula containing a circular reference
Module 1.4: Moving and Copying Data **Lesson A. Inserting Rows and Ranges**	• A-1: Inserting and deleting columns and rows using shortcut menus • A-2: Inserting a range of cells • A-3: Deleting a range of cells
Lesson B. Moving Data	• B-1: Moving data by dragging it • B-2: Moving data by using the Cut and Paste buttons

Lesson C. Copying Data	• C-1: Copying text • C-2: Copying formulas by using a fill handle • C-3: Copying formulas to nonadjacent cells • C-4: Using the Edit, Paste Special command
Lesson D. Absolute References	• D-1: Demonstrating that relative references aren't always desirable • D-2: Creating an absolute reference • D-3: Copying a formula containing an absolute reference
Lesson E. Using the Fill Series Feature	• E-1: Experimenting with filling cells with a series of data
Module 1.5: Formatting a Worksheet **Lesson A. Formatting a Worksheet**	• A-1: Using buttons on the Formatting toolbar to change text appearance • A-2: Selecting and formatting nonadjacent cells • A-3: Changing the font and font size • A-4: Rotating and indenting text • A-5: Clearing formats • A-6: Adding borders and colour
Lesson B. Number Formats and Text Alignment	• B-1: Selecting and formatting the entire worksheet • B-2: Changing column widths and row height • B-3: Formatting selected numbers and observing the rounding that can result from formatting numbers • B-4: Aligning text in a cell • B-5: Centering text across a range of cells
Lesson C. Copying and Pasting Formats	• C-1: Using the Format Painter tool to copy and paste formats
Lesson D. Special and Custom Formatting	• D-1: Applying special formats • D-2: Creating and using a custom format
Module 1.6: Printing a Worksheet **Lesson A. Checking Spelling**	
Lesson B. Using the Print Preview Command	• B-1: Examining the My Short Report file by using Print Preview • B-2: Examining the Long Report file by using the Zoom button
Lesson C. Printing a Large Worksheet	• C-1: Changing margins • C-2: Adding a header and footer • C-3: Using print titles • C-4: Fitting the report on two pages • C-5: Changing the page orientation • C-6: Adjusting a page break
Lesson D. Additional Print Options	• D-1: Using a name • D-2: Defining a name for a range of cells • D-3: Specifying a range to print • D-4: Printing a worksheet • D-5: Deleting a named range
Module 1.7: Introduction to the Workbook Environment **Lesson A. Using a Multiple-Sheet Workbook**	• A-1: Viewing sheet tabs in a workbook and renaming sheet tabs • A-2: Completing the summary worksheet and working with formulas containing 3-D references • A-3: Examining recalculation • A-4: Deleting a worksheet • A-5: Observing the Options dialog box • A-6: Printing a 3-D range • A-7: Printing a workbook
Lesson B. Creating a Chart	• B-1: Creating a chart and changing the chart type
Lesson C. Outlining	• C-1: Creating an outlined worksheet • C-2: Collapsing and expanding an outline
Lesson D. Spreadsheet Solutions	