

Microsoft Excel Essentials Course Content (2 full days)

Aimed at:

those who want to be able to create and edit basic spreadsheets containing simple calculations, links, and charts, and produce formatted and printable reports.

Prerequisites:

- ✓ Basic computer experience, including keyboard and mouse skills
- ✓ Familiarity with Microsoft Windows
- ✓ If you are not familiar with using a computer or Microsoft Windows, the Introduction to computers course will give you the skills to take this Excel course.

Create an Excel workbook

- Create a workbook from the Start Menu
- Create a workbook from the Start Screen
- Create a new workbook from Excel

Save an Excel Workbook

- Save a new, previously unsaved workbook
- Save (update) previously saved workbook
- Save a workbook as a PDF document
- Create a copy of your workbook
- Pin a workbook to recent file list

Close & Open Existing Workbooks

- Close a workbook
- Close multiple workbooks
- Open an existing workbook from Excel
- Open a workbook from File Explorer
- Open a recent workbook

Change Worksheet Views

- Use the Zoom Slider
- Freeze panes
- Normal View
- Page Layout View
- Page Break Preview

Enter Data into a Workbook

- Enter data vertically
- Enter data horizontally
- Move data to another cell
- Insert a comment in a cell

Use Copy and Fill handle

- Fill a custom list
- Fill a series of word/number combinations
- Fill a series of numbers or dates

Custom Lists

- Create a new custom list
- Use a custom list to fill text

Copy Data to another Location

- Copy data to adjacent cells
- View the Clipboard
- Select data to copy
- Select data to paste
- Use Format Painter

Edit Data

- Edit data in cell whilst typing
- Edit data in the formula bar
- Clear contents of a cell
- Use spell check

Insert & Delete Rows & Columns

- Insert a row / column
- Insert multiple columns / rows
- Delete row / column
- Delete multiple rows / columns

Hide & Unhide Rows & Columns

- Hide a row / column
- Hide multiple rows / columns
- Unhide row / column
- Unhide multiple rows / columns

Group data

- Manually group rows and columns
- Automatically group data
- Clear grouping

Use Find and Replace

- Find data on current worksheet
- Find data in current workbook
- Replace data in workbook

Use Formulas

- Adding numbers
- Subtracting numbers
- Dividing numbers
- Multiplying numbers

Insert, Name & Delete Worksheets

- Insert a new worksheet
- Rename a worksheet
- Delete a blank worksheet
- Delete a non-blank worksheet

Move and Copy Worksheets

- Reorder worksheets
- Copy a worksheet
- Copy worksheet to another workbook

Use Functions

- Use SUM function
- Use AVERAGE function
- Use MIN function
- Use MAX function
- Use TODAY function

Link Data

- Link to a cell within the same worksheet
- Link to a cell on different worksheet
- Link to multiple cells

Apply Font Formatting

- Font and Size
- Bold, Italic and Underline
- Cell Borders
- Font and Cell Colours
- Use the format painter

Apply Quick Number Formatting

- General
- Number
- Currency / Accounting
- Short / Long date
- Percentage
- Text

Column Widths & Row Heights

- Manually increase column width
- Manually increase row height
- AutoFit column(s)
- Set multiple columns to same width

Align Data in a Cell

- Basic cell alignment
- Centre align text across multiple cells
- Text orientation (angle)

Built-in Formatting

- Apply a cell style
- Modify a cell style
- Change workbook theme

Create a Chart

- Insert a 2D pie chart
- Insert a quick column chart

Customise Charts

- Change chart type
- Select chart style and colours
- Add chart elements
- Move a chart
- Resize a chart

Sorting

- Sort alphabetically
- Sort numerically
- Sort by date

Filtering

- Filter items
- Use the filter search tool
- Text filters
- Number filters
- Date filters

Protect your Data

- Protect a worksheet
- Protect a workbook

Printing Worksheets

- Set page orientation
- Set paper size
- Set scaling
- Change margins
- Repeat row / column header(s)
- Print gridlines