Microsoft Excel – Beginner

Course Overview – 1-day course

Looking to understand the basics of Excel

Learn how to analyse, share and manage your day-to-day data using Excel spreadsheets on our One-day course. Our Excel Training Beginner course, includes creating and formatting spreadsheets and charts, learning to sort and filter and gaining an understanding of Excel's advanced formulas and functions. You can build on this course with the Intermediate and Advanced levels when it suits

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Detailed Course Content

Your First Workbook
Understanding Workbooks
Using the Blank Workbook Template
Typing Text
Typing Numbers
Typing Dates
Understanding the Fill Handle
Typing Formulas
Easy Formulas
Saving a New Workbook on Your Computer
Checking the Spelling
Making Basic Changes
Safely Closing a Workbook

Working With Workbooks
Opening an Existing Workbook
Navigating a Workbook
Navigating Using the Keyboard
Using Go To
Recent Files and Folders
Understanding Data Editing
Overwriting Cell Contents
Editing Longer Cells
Editing Formulas
Clearing Cells
Deleting Data
Using Undo and Redo

Cells and Ranges
Understanding Cells and Ranges
Selecting Contiguous Ranges
Selecting Non Contiguous Ranges
Using Special Selection Techniques
Selecting Larger Ranges
Selecting Rows
Selecting Columns
Understanding Copying in Excel
Using Fill for Quick Copying

Copying From One Cell to Another
Copying From One Cell to a Range
Copying From One Range to Another
Understanding Filling
Filling a Series
Filling a Growth Series
Extracting With Flash Fill
More Complex Flash Fill Extractions
Understanding Moving in Excel
Moving Cells and Ranges
Moving by Dragging

Formulas and Functions
Understanding Formulas
Creating Formulas That Add
Creating Formulas That Subtract
Formulas That Multiply and Divide
Understanding Functions
Using the SUM Function to Add
Summing Non-Contiguous Ranges
Calculating an Average
Finding a Maximum Value
Finding a Minimum Value
Creating More Complex Formulas
What if Formulas
Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References
Common Error Messages

Worksheet Appearance
Understanding Font Formatting
Working With Live Preview
Changing Fonts
Changing Font Size
Growing and Shrinking Fonts
Making Cells Bold
Italicising Text
Underlining Text
Changing Font Colours
Changing Background Colours
Using the Format Painter
Applying Strikethrough
Subscripting Text
Superscripting Text
Understanding Cell Alignment
Horizontal Cell Alignment
Vertical Cell Alignment
Indenting Cells
Understanding Number Formatting
Applying General Formatting
Formatting for Money
Formatting Percentages
Formatting as Fractions
Formatting as Dates
Using the Thousands Separator
Increasing and Decreasing Decimals
Understanding Borders
Applying a Border to a Cell
Applying a Border to a Range
Applying a Bottom Border
Applying Top and Bottom Borders
Removing Borders

Worksheet Layout

Approximating Column Widths
Setting Precise Columns Widths
Setting the Default Column Width
Approximating Row Height
Setting Precise Row Heights
Hiding Rows and Columns
Unhiding Rows and Columns
Understanding Worksheets
Changing the Worksheet View
Worksheet Zooming
Viewing the Formula Bar
Viewing Worksheet Gridlines
Inserting Cells Into a Worksheet
Deleting Cells From a Worksheet
Inserting Columns Into a Worksheet
Inserting Rows Into a Worksheet
Deleting Rows and Columns
More Than One Worksheet
Worksheet Wisdom

Worksheet Techniques

Inserting and Deleting Worksheets
Copying a Worksheet
Renaming a Worksheet
Moving a Worksheet
Hiding a Worksheet
Unhiding a Worksheet
Copying a Sheet to Another Workbook
Moving a Sheet to Another Workbook
Changing Worksheet Tab Colours

Grouping Worksheets
Hiding Rows and Columns
Unhiding Rows and Columns
Freezing Rows and Columns
Splitting Windows
New Windows

Sorting and Filtering Data

Understanding Lists
Performing an Alphabetical Sort
Performing a Numerical Sort
Sorting on More Than One Column
Understanding Filtering
Applying and Using a Filter
Clearing a Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
Using Wildcards

Creating Charts

Understanding the Charting Process
Choosing the Right Chart
Using a Recommended Chart
Creating a New Chart From Scratch
Working With an Embedded Chart
Resizing a Chart
Repositioning a Chart
Printing an Embedded Chart
Creating a Chart Sheet
Changing the Chart Type
Changing the Chart Layout
Changing the Chart Style
Printing a Chart Sheet
Embedding a Chart Into a Worksheet

Deleting a Chart

Page Setup

Strategies for Printing Worksheets
Understanding Page Layout
Using Built in Margins
Setting Custom Margins
Changing Margins by Dragging
Centring on a Page
Changing Orientation
Specifying the Paper Size
Setting the Print Area
Clearing the Print Area
Inserting Page Breaks
Using Page Break Preview
Removing Page Breaks
Setting a Background
Clearing the Background
Settings Rows as Repeating Print Titles
Clearing Print Titles
Printing Gridlines
Printing Headings
Scaling to a Percentage
Fit to a Specific Number of Pages

Printing

Understanding Printing
Previewing Before You Print
Selecting a Printer
Printing a Range
Printing an Entire Workbook
Specifying the Number of Copies
The Print Options

Supplementary Content

Applying Borders

Understanding Borders
Applying a Border to a Cell
Applying a Border to a Range
Applying a Bottom Border
Applying Top and Bottom Borders
Removing Borders
The More Borders Command
Using the More Borders Command
Drawing Borders
Drawing a Border Grid
Erasing Borders
Formatting the Drawing Pencil

Using brackets in excel formulas

Order of operations (BODMAS)
Calculating with brackets

The Quick Analysis Tools

Understanding Quick Analysis
Quick Formatting
Quick Charting
Quick Totals
Quick Sparklines
Quick Tables

Starting With Excel Online

The Excel Online Screen
Selecting in Excel Online
Applying Basic Font Formatting
Applying Alignment
Applying Number Formatting
Understanding Data Editing
Inserting and Deleting Cells
Understanding Formulas
Editing Formulas in a Workbook

Working With Excel Online

Inserting Tables
Inserting Charts
Working With Chart Labels and Axes
Creating Surveys
Sharing Surveys
Editing Surveys
Inserting Comments
Working With Comments