

Microsoft Office 365 - Excel 2019 Introduction

1 Day Course

Overview

You will learn all of the relevant skills needed to build and manipulate basic Excel spreadsheets. With plenty of hands-on time and exercises basic tasks such as: using shortcuts, working with ranges, building formulae, editing and formatting data, printing and charting will become demystified.

Audience

Those new to spreadsheets, those who are self-taught or those who have been told what to do and don't really understand why they are doing things.

Course Objectives

The objectives of the course are to:

- Give you the knowledge to build, edit, format and print basic spreadsheets
- Introduce the basic principles of creating and using formulae and functions
- Teach users how to create and edit simple graphs



Prerequisites

No prior Excel knowledge is assumed.

Course Contents (1 day)

- Basic principles
 - Understanding the screen layout – Ribbons, icons, QAT, Zoom etc.
 - Cursor shapes and their actions
 - Cell selection techniques
- Working with cells
 - Entering and Editing cells
 - Using shortcuts
 - Autofill and Flash Fill
 - Copying and Moving data
 - Undo & Redo
 - Clear formats
- Formulae
 - Setting up a basic worksheet
 - Creating your own formulae (Some basic maths is covered)
 - Order of calculation - BODMAS
 - Using in-built functions e.g. sum, average, count, counta
 - Relative vs Absolute referencing
- Formatting
 - Text formatting
 - Inserting/Deleting rows & columns
 - Hide & Unhide Rows/Columns
 - Altering column widths and row heights
 - Adding Colours/Borders/Shading
 - Alignment & Merging cells
 - Wrapping text into paragraphs
 - Number formatting
 - Format painter
 - Add/Edit comments
- Conditional Formatting: - Using Data bars, Colour scales & Icon sets
- Printing
 - Print preview
 - Working with Page Break Preview
 - Adjusting Margins
 - Shrink to fit
 - Setting different Print areas
 - Headers and Footers
 - Repeating headings over multiple pages
- Larger documents
 - Splitting and freezing
 - Zoom

- Graphs
 - Insert Chart vs Quick chart
 - Bar/Line/Pie charts

- Adding/Editing:
Headings, Borders, Legends, Data Table
- Printing Charts

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.