



Microsoft Excel Introduction

Participants on this Microsoft Excel Introduction 1 day course will gain an understanding of the fundamental principles of Excel, including creating and navigating workbooks, using simple formulas, before moving on to formatting workbooks for presentation and printing. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Excel Introduction, however, people with limited exposure to the software and those who are currently entering data into spreadsheets created by others will also benefit from attending this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Excel Orientation

- Exploring the Excel Interface
- Finding and using Commands
- Using the Quick Access Toolbar
- Navigating Workbooks

Basic Workbook Techniques

- Overview - the different uses of Excel
- Creating New Workbooks
- Entering and Editing Data
- Selecting Data
- Opening, Saving and Closing Workbooks

Using Formulas in Excel

- Formulas vs Functions - what's the difference?
- Creating Formulas
- Finding Functions
- Inserting Functions

Managing Worksheets

- Naming Worksheets
- Adding New Worksheets
- Moving and Copying Worksheets
- Deleting Worksheets

Formatting Efficiently

- Manual Formatting Options
- Using Cell Styles for Efficiency and Consistency

Preparing to Print

- Page Setup
- Margins and Orientation
- Headers and Footers
- Scaling
- Previewing
- Printing



Thanks very much for your teachings today. I have learnt many things that I will be able to take back to work and use immediately. You were able to relate to everyone in the group so that we could apply back to real life.

Your training was entertaining and I was engaged for the whole day. I look forward to returning for further training. Thanks again.

B. Balogun