
EXCEL BASIC COURSE OUTLINE

This is a one-day course. The Learners work through examples with the Facilitator, the manual contains exercises for practicing after the training course. The course can be a two-day course, exercises will then be completed in the class session.

Introduction	Vertical alignment of data
Some of the benefits of using a spreadsheet	Merge and centre data
Starting excel	Formatting using the mini toolbar
Windows 10	Formatting using the format painter
Getting yourself orientated with the excel screen	Working with sheets
The File tab	Naming a sheet
The Title bar	Inserting sheets/Moving a sheet/Duplicating a sheet
The Ribbons	Deleting a sheet
Groups	Navigating to a different sheet in office 2013/2016
The Quick Access Toolbar	Using the cut, copy and paste commands
The Status Bar	Using the copy and paste icons
Adjusting the zoom of the screen	Move data by dragging
Excel views	Using the Clipboard to copy multiple selections
The Name box	Using the Cut and Paste icons (move data)
The Formula bar	Finding data
Scroll bars	Finding and replacing data
Using Help	Spelling and grammar check
Mouse pointers and functions	Setting excel up to check uppercase text
Selecting in Excel	Performing a spell check
Navigating in Excel	Use the fill handle to fill data
Editing a cell	Increment numbers with the fill handle
The Undo and Redo command	Hiding columns and rows
Closing a file	Unhiding hidden columns or rows
Resize a column/Resize multiple columns	Copy and paste visible cells only
Resize a row	Inserting and deleting columns and rows
Resize multiple rows	Inserting a column
Starting a new workbook	Inserting a row
Opening an existing workbook in 2010	Deleting a column or row
Opening an existing workbook 2013 and 2016	Page setup
Navigating between open files	Page margins
Entering data into a worksheet	Centre a spreadsheet
Entering text into a cell	Page orientation
Use the autocomplete feature	Page size
Wrapping text in a cell	Set a print area
Typing numbers into a cell	Page breaks
Formatting numbers	Print titles
Accounting format	Print preview in office 2010/2013/2016
Percentage format	Printing
Comma style	Headers and footers
Increase and decrease decimals	Page numbers
Formatting numbers to have the 1000 separator and red negative	Inserting a logo
Inserting a date	Formulas
Change the format of the date in excel	Writing a formula/Copying a formula
Inserting the time	Copying a formula with a relative reference
Flash fill (office 2013 and 2016)	Copying a formula across columns
Saving documents	Copying a formula down rows
Saving a workbook for the first time and creating a folder	Using autosum to add cells
Saving changes to a workbook	Entering multiple sum formulas
Saving a workbook as a copy	Entering grand totals
Saving a document as a different type of file	Using worksheet functions
Saving as an excel 97-2003 file	Using the fx icon on the formula bar
Converting a file	Using the function library
Formatting a spreadsheet	Useful functions
Changing the font style of text	Typing a function manually
Changing the font size of text	Percentages/Working out a percentage
Changing text attributes	Adding a percentage
Changing the font colour	Shortcut keys
Changing the fill colour	Quick special character
Borders	
Changing horizontal alignment	