



## Excel Foundation Course Outline



### Benefits

The course is designed for those who wish to gain a basic understanding of Microsoft Excel.

### Objectives:

On completion of the course, you will be able to create a spreadsheet, insert and format text and numbers, create simple calculations and represent data graphically; prepare spreadsheets for printing and save files for later use.

### Course Information

Duration:	1 day
Venue:	Concise Training Academy
Participants:	Maximum of 9 people

### Course Topics

#### Excel Basics

- The Excel Interface
- Quick Access toolbar
- Using Help

#### Fundamentals

- Enter, edit and delete different types of data – text, numbers and dates
- Understanding selection techniques
- Saving, closing and opening
- Using undo and redo

#### Working with Cells

- Using cut, copy and paste
- Move and copy cell data between worksheets and workbooks
- Auto fill data
- Using Find and replace
- Sorting a range of cells

#### Formatting a Spreadsheet

- Formatting text
- Changing the alignment, orientation of data
- Using borders and shading
- Use Format Painter
- Changing column widths and row heights
- Inserting/deleting columns and rows
- Choosing number formats

#### Working with sheets

- Add, name and order worksheets

### Who should attend?

You do not need any previous experience of Excel but must have a basic understanding of PC's and use of the mouse and keyboard.

### Client Feedback

"Excellent pace; questions well answered; lots of demonstration work, good number in class, excellent facilities, delivered in very professional but very friendly manner" *St Luke's Hospice*

### Other Courses

Word Foundation  
PowerPoint Foundation  
Outlook Foundation  
Basic Computing

- Delete worksheets
- Move and copy worksheets
- Freeze and unfreeze headings
- Hide/unhide columns and rows

#### Formulas and Functions

- Create and edit simple formulae
- Use functions – SUM, AVERAGE, MIN, MAX, COUNT, COUNTA
- Using Autosum
- Simple IF() statements
- Copy and move formulae
- Understand and correct standard errors
- Understand absolute and relative references in formulas

#### Viewing and Printing

- Changing the view of a worksheet
- Using zoom control
- Change page margins and orientation
- Page numbering, headers and footers
- Select a printer and print options
- Using Print Preview
- Publish an worksheet by email
- Save a worksheet as a PDF File

#### Charts

- Create a simple chart from worksheet data
- Change and customise chart type
- Edit chart titles
- Managing Charts