



Microsoft Excel Training

Microsoft Excel Beginner

About The Course

This one-day training course is tailored to meet the needs of people new to Excel. Pick up useful shortcuts while learning the basics of creating, calculating formatting and printing spreadsheets using Microsoft Excel. Learn through demonstration and hands-on activities based on real-world situations. This course focuses on developing neat, accurate and well-developed Excel spreadsheets using good design and documentation principles.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

Who Should Do This Course?

This course is designed for people who are either new to Excel, or who want to fill in gaps and gain confidence and independence using Excel. Upon completion of the course, participants should be able to produce formatted spreadsheets containing basic formulas and functions, budgets and well-designed print copies.

Learning Outcomes

Upon successful completion of this course, students will be able to:

- Navigate your way around Microsoft Excel
- Create and work with a new workbook
- Open and navigate within workbooks and worksheets
- Make changes to data in a workbook
- Understand, create and work with formulas and functions
- Understand and work with ranges in a worksheet
- Copy and paste data in Excel
- Use the special pasting options in Excel
- Move the contents of cells and ranges within and between workbooks
- Use font formatting techniques
- Apply borders to cells and ranges in a worksheet
- Align the contents of cells in a number of ways
- Format rows and columns in a worksheet

Prerequisites

No prior knowledge of Microsoft Excel is required; however participants need to have general mouse and keyboard skills and an understanding of personal computers and the Windows operating system.

Content

Unit 1: Basics of Excel

- Starting Excel from the Desktop
- Learning about Excel Start Screen
- Using Excel Workbook Screen
- Understanding How Excel Works
- Using the Ribbon
- Show and Collapse the Ribbon
- Backstage View in Excel
- Working with Backstage View
- Working with Shortcut Menus
- Understanding Dialog Boxes
- Working with Dialog Boxes
- Understand the Quick Access Toolbar
- Working with QAT Commands
- Learning about Status Bar
- Closing Excel Safely

Unit 2: Create a New Workbook

- Understanding Excel Workbooks
- Using the Blank Workbook Template
- Working with Text
- Working with Numbers
- Working with Dates
- Understanding the Fill Handle
- Understanding Formulas
- Typing Formulas
- Save a New Workbook
- Spelling Check
- Doing Basic Changes
- Print a Worksheet
- Closing a Workbook Safely

Unit 3: Working with Workbooks

- Opening a Workbook
- Understanding Workbook Navigation
- Using the Keyboard to Navigate
- Working with 'Go To'
- Working with Files and Folders Dialog Box

Unit 4: Edit a Workbook

- Learn Data Editing
- Overwrite Cell Contents
- Edit Longer Cell Content
- Change and Update Formulas
- Removing Cell Content
- Deleting Data
- Working with Undo and Redo

Unit 5: Learning Formulas and Functions

- Introduction to Formulas
- Using Formulas That Add
- Using Formulas That Subtract
- Working with Multiply and Divide Formulas
- Introduction to Excel Functions
- Adding using SUM Functions
- Using SUM for Non-Contiguous Ranges
- Working with Average
- Finding a Maximum Value
- Finding a Minimum Value
- Using More Complex Formulas
- Working with What if Formulas
- Understanding Error Messages

Unit 6: Selecting Cell Ranges

- Understanding Cells and Ranges
- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Working with Special Selection Techniques
- Select Larger Ranges
- Select Rows
- Select Columns
- View Range Calculations
- Create an Input Range

Unit 7: Copying Data in Excel

- Understanding Copying in Excel
- Using Fill for Quick Copying
- Copy from One Cell to Another
- Copy from One Cell to a Range
- Copy from One Range to Another
- Copy Relative Formulas
- Copy to a Non-Contiguous Range
- Copy to Another Worksheet
- Copy to Another Workbook

Unit 8: Special Pasting in Excel

- Understand Pasting Options
- How to Paste Formulas
- How to Paste Values
- How to Paste Without Borders
- How to Paste as a Link
- How to Paste as a Picture
- Using Paste Special Dialog Box
- How to Copy Comments
- How to Copy Validations
- Copying Column Widths
- Perform Arithmetic Operations with Paste Special
- Copy Formats with Paste Special

Unit 9: Moving Data in Excel

- Understanding Moving in Excel
- Move Cells and Ranges
- Move by Dragging
- Move Data to Other Worksheets
- Move Data to Other Workbooks

Unit 10: Font Formatting in Excel

- Understand Font Formatting
- Work with Live Preview
- Working with Fonts
- How to Change Font Size
- Grow and Shrink Fonts
- Bolding Cells
- Italicising Text
- Underlining Text
- Change Font Colours
- Change Background Colours
- Use the Format Painter
- Apply Strikethrough
- Subscripting Text
- Superscripting Text

Unit 11: Applying Borders in Excel

- Understand Borders in Excel
- Add a Border to a Cell
- Add a Border to a Range
- Add a Bottom Border
- Add Top and Bottom Borders
- Remove Borders
- Understanding the More Borders Command
- Working with More Borders Command
- Drawing Borders
- Drawing a Border Grid
- Erasing Borders
- Format the Drawing Pencil

Unit 12: Cell Alignment in Excel

- Understand Cell Alignment
- Using Horizontal Cell Alignment
- Using Vertical Cell Alignment
- How to Indent Cells
- How to Rotate Text
- Wrap and Merge Text
- Unmerge Cells

Unit 13: Format Rows and Columns

- Approximate Column Widths
- Set Precise Columns Widths
- Set the Default Column Width
- Approximate Row Height

- Set Precise Row Heights
- Hide Rows and Columns
- Unhide Rows and Columns

Unit 14: Format Numbers

- Understand Number Formatting
- Apply General Formatting
- Format for Money
- Format Percentages
- Format as Fractions
- Format as Dates
- Use the Thousands Separator
- Increase and Decrease Decimals

Unit 15: Formatting Techniques for Numbers

- Working with Alternate Currencies
- Working with Alternate Date Formats
- Format Clock Time
- Format Calculated Time
- Working with Number Formats
- Working with Format Codes
- Create Descriptive Custom Formats
- Custom Format Large Numbers
- Custom Format for Fractions
- Padding Numbers with Custom Formats
- Aligning Numbers with Custom Formats
- Customise the Display of Negative Values

Unit 16: Page Setup in Excel

- Strategies for Printing
- Working with Page Layout
- Using Built in Margins
- Setting up Custom Margins
- Change Margins by Dragging
- Centring on a Page
- Change Orientation
- Setting the Paper Size
- Specifying the Print Area
- Clearing the Print Area
- Insert Page Breaks
- Use Page Break Preview
- Remove Page Breaks
- Setting a Background
- Clear the Background
- Setting Rows as Repeating Print Titles
- Clearing Print Titles
- Print Gridlines
- Print Headings
- Scale to a Percentage
- Fit to a Specific Number of Pages

Unit 17: Printing

- Understand Printing
- Preview Before You Print
- Select a Printer
- Print a Range
- Print an Entire Workbook
- Specify the Number of Copies
- Understanding Print Options

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**