

Microsoft Office Excel: Introduction

When you are manually calculating and recording data on paper, you must recalculate every time that you add new data. Updating data in an Excel worksheet is fast and easy. All you need to do is insert the new data and configure the sheet so that calculations are updated whenever the data changes.

Our Microsoft Excel training course teaches you step-by-step how to create a basic spreadsheet. The course covers how to format cells, enter data, autofill, basic formulas and absolute referencing which will get you started quickly. By the end of this introductory course, you will be feeling confident about creating your first Excel spreadsheet.

In this course, you will:

- Become familiar with Excel
- Work with functions, formulas and lists
- Modify a worksheet
- Format a worksheet
- Print workbook contents
- Manage large workbooks
- Customize the Excel environment

Course Length: 1 day

Course Guides

Session 1: Become familiar with Excel

Identify the Elements of the Excel Interface

Create a Basic Worksheet

Use the Help System

Work with functions, formulas and lists

Order of Formulas

Create Formulas in a Worksheet

Relative and Absolute Formulas

Insert Functions in a Worksheet

Reuse Formulas

Modifying a Worksheet

Manipulate Data

Insert, Manipulate, and Delete Cells, Columns, and Rows

Search for and Replace Data

Spell Check a Worksheet

Formatting a Worksheet

Modify Fonts

Add Borders and Colour to Cells

Apply Number Formats

Align Cell Contents

Apply Cell Styles

Printing Workbook Contents

Define the Basic Page Layout for a Workbook

Refine the Page Layout and Apply Print Options