



Education and Support for SharePoint, Office 365 and Azure
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COURSE OUTLINE

MICROSOFT EXCEL INTRODUCTION

Course Duration: 1 Day

Overview

The Microsoft Excel introduction course will provide delegates with the foundational Excel knowledge, skills, and practical use for your day to day work. The introduction level will cover charts, spreadsheets with large data layouts, printing, basic calculations, functions, formulas, absolute and relative referencing in calculations, several short cuts, tips and tricks that enable you to create efficient and effective spreadsheets.

Audience

The Excel training is suitable for complete beginners and existing users in Excel who are self-taught.

Prerequisites

No previous knowledge or experience of Microsoft Excel is required, experience using Microsoft Office applications such as Teams, Word and Outlook would be an advantage but not necessary.

Objectives

After attending the training, you will be able to:

- Create and maintain spreadsheets
- Format spreadsheets
- Create basic Charts
- Using Formulas and Functions
- Basic List management
- Printing spreadsheets
- Work with worksheets

The course will cover the following content

Excel Basic

- An overview of the screen - Office button, Tabs and Ribbons
- Using Dialog Box Launchers
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Customizing the Status Bar
- Excel Templates
- Navigation and basic spreadsheet concepts
- Understanding workbooks, worksheets, rows, columns, cells
- Excel options

Data entry and navigating in a worksheet

- Entering and correcting data
- Saving a file
- Opening a saved file
- Using compatibility
- Switching between two files
- Navigation and movement techniques
- Working with ranges
- Editing cell contents
- Selecting cells and ranges with Mouse
- Selecting ranges with Keyboard
- Selecting nonadjacent cells

- Copying data
- Moving data
- Using the Paste Options Button
- Using the Clipboard Task Pane
- Formatting a worksheet basics
- Clearing formats
- Wrap Text, Merge cell, Text orientation
- Inserting rows and columns
- Setting row and column width
- Hiding row and columns
- Smart tags
- Using autofill
- Pick from list
- Spell Check
- Find & Replace
- Using Undo and Redo

Working with Styles

- Creating a New Style
- Editing an Existing Style
- Merging Styles
- Applying a Table Format

Number formats

- Using Number Formats
- Using the Currency Number Style
- Using the Percent Style
- Using the Comma Style
- Changing Decimal Places
- Customising numbers

Formatting, moving, and copying data

Charts

- Creating basic chart
- Moving and resizing chart
- Chart elements
- Changing the chart type
- Formatting chart
- Using Chart layout type
- Changing chart location
- Changing the Data Source
- Print charts
- Moving around sheets of the workbook
- Naming and renaming sheets
- Inserting new and deleting sheets
- Copying sheets
- Copy sheets to another workbook
- Colour sheet tabs
- Sheet navigation

Using formulae & functions

- Concept of formulae
- BODMAS & using formulae
- Use basic functions (Round, Max, Min, Average and Sum)
- Using Autofill
- Auto Calculate
- Using absolute references
- View formulas in spreadsheet

Page layout and printing worksheets

- Printing a worksheet
- Using the print preview command
- Setting Margin and Centring Options
- Changing Page Orientation and Paper Size
- Printing a large worksheet (scaling)
- Inserting headers and footers
- Using built in headers and footers
- Print headings on every page
- Setting a print area and removing
- Using Freeze panes
- Using Split screens

Basic list managing

- Basic Sorting

Using Help

- Using Microsoft Excel Help and Resources

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

Office 365 Users

- Microsoft Word – Introduction to Advanced
- Microsoft Excel – Intermediate to Advanced
- Microsoft Outlook Introduction
- Microsoft PowerPoint Introduction
- Microsoft Project Introduction
- Office 365 Power User
- Rapid Upskill for Office 365
- Power Automate
- Power Apps
- Power BI

SharePoint Power Users

- SharePoint Online Power User
- Nintex Workflow
- Nintex Forms

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer Track