



Overview

This course introduces the basics of spreadsheets using Excel. This includes opening, navigating, saving and closing a workbook, entering and editing information, performing calculations, and formatting worksheets. Participants will also learn how to preview, set up and print information. At the end of this course, they should be able to produce error free business spreadsheets and forms.

Prerequisites

Windows operating system and file management skills

Objectives

- ⊙ Manage and navigate worksheets within a workbook
- ⊙ Entering and editing data
- ⊙ Using formulas for calculation
- ⊙ Working with worksheets
- ⊙ Applying formatting
- ⊙ Print Preview, Page Set Up, and printing information

Outline

Working with Workbooks

- Starting Excel
- Explore the user interface and the ribbon
- Customize the quick access toolbar
- Navigating a Worksheet
- The Three Cursors
- Entering Information
- Editing Information in Cells
- Undo and Redo
- Saving and Closing Workbooks
- Opening an Existing Workbook
- Starting a New Workbook Using Templates
- Changing the View of Your Workbook
- Exiting Excel

Managing Workbook Information

- Selecting a Cell or a Range of Cells
- Clearing Information
- Deleting and Inserting Ranges
- Moving and Copying Information Using Cut and Paste and Drag and Drop
- Copying Formulas Using Copy and Paste, Fill and Fill Handle Methods
- Copying Values Only
- Understanding Relative and Absolute Cell References in Formulas
- Errors in Formulas
- Creating Absolute and Mixed References
- Naming Cells
- Using AutoComplete

Formatting Worksheet Information

- Formatting Numbers and Characters
- Formatting Cells and Ranges
 - Text Alignment, Word Wrap, Borders
- Comments
- Merging Cell Information
- Copying and Deleting Formatting
- The Format Painter
- Apply cell styles
- Business Forms

Checking and Printing Information

- Checking Spelling in a Worksheet
- Finding and Replacing Information
- Previewing a Worksheet
- Setting Page Options and Margins
- Adding Headers and Footers
- Inserting and Removing a Page Break
- Setting Print Range and Worksheet Options
- Printing a Worksheet

Calculations with Functions and

Formulas

- Selecting and Naming Ranges
- Using Functions and Formulas
- Using AutoSum and AutoFill

Getting Help

- Using Help – Searching and Table of Contents