
Excel – Basics

This course is Day 1 of our Excel – Introductory course.

National Competency Standard (BSB07)
BSBITU202A Create and use spreadsheets



Objectives

Upon completion of this course, attendees will be able to create, process and print simple spreadsheets and create and print reports.

Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Duration

1 Day.

Course Outcomes

1. Use a wide range of calculations and basic functions.
2. Edit and manipulate data in a spreadsheet document.
3. Format and print a spreadsheet document according to specified criteria.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

Course Content

File And Window Management

- Starting Excel
- Creating a New Blank Document
- Saving a Document
- Closing an Excel Document
- Opening an Existing Document
- Using Save As
- Exiting Excel

Navigation And Data Entry

- What is Excel?
- The Structure of a Spreadsheet
- The Active Cell
- Entering Text
- Selecting Cells
- Highlighting a Block of Cells
- Highlighting Non Adjacent Cells
- Highlighting Rows and Columns
- Changing Column Widths and Row Heights
- Inserting and Deleting Rows and Columns

Basic Calculations

- The Basic Excel Formula
- Entering a Formula
- Using Brackets in a Formula
- Absolute cell references

Basic Editing

- Cut and Paste
- Copy and Paste
- Undo and Redo
- Autofill

Basic Formatting

- General Formatting
- The Formatting Toolbar
- The Format – Cells Dialog
- Number Formatting
- Date and Time Formatting
- Cells Remember Formats

Basic Functions

- The Structure of a Function
- Inserting a Function
- Sum
- Max
- Min
- Average
- Count

Viewing And Printing

- Views
- Normal
- Print Preview
- Page Break Preview
- Full Screen
- Zoom
- Page Setup
- The Page Tab
- The Margins Tab
- The Header/Footer Tab
- The Sheet Tab
- Split Window
- Freeze Panes
- Print Options

Review

- Revision Exercises