
Excel - Introductory

Day 1 of this course is our *Excel – Basics* course.

Day 2 of this course is Day 1 of our *Excel – Intermediate* course.

National Competency Standard (BSB07)
BSBITU202A Create and use spreadsheets



Objectives

Upon completion of this course, attendees will be able to design, create and print simple spreadsheets for use by others, produce a wide range of charts and process simple databases.

Pre-Requisites

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

Duration

2 Days

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.
4. Design and create simple business systems using both single and multiple worksheets
5. Process simple databases
6. Create a wide range of charts.
7. Complete everyday tasks faster and more effectively.
8. Construct and enter formulae and functions relevant to a business environment.

Course Content

DAY 1

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

DAY 2

Design Considerations

- Protection
- Protecting a Sheet
- Protecting the Workbook
- Protecting the File
- Hiding Rows and Columns
- Comments
- Inserting a Comment
- Visibility States
- Editing Comments
 - Moving/Resizing Comments
- Formatting Comments
- Deleting Comments

Templates

- Creating a New Template
- Saving as a Template
- Using a Template from The Default Location
- Using a Template from Another Location
- Modifying the Original Template

Basic Sheet Layout

- Basic Factors Affecting Layout
- General Guidelines
- Do Not Duplicate Data
- Do Not Put Numbers or Text in a Formula

Multiple Sheets

- Basic Sheet Operations
- Inserting a New Sheet
- Deleting a Sheet
- Renaming a Sheet
- Moving and Copying Sheets
- Changing the Tab Colour
- Hiding a Sheet
- Highlighting a Contiguous Range of Sheets
- Highlighting a Discontinuous Range of Sheets
- Setting up a MultiSheet Workbook
- Creating a Simple Formula across Sheets
- Creating a Statistical Function across Sheets
- Protecting the Workbook

Working With Data

- When Not to Use Excel to Store Data
- Size Issues
- Memory Issues
- Duplication of Fields
- When can Excel be Used to Store Data?
- Find and Replace
- Sorting
- Filtering
- Simple Filter
- Custom Filter
- Multiple Criteria on the Same Field
- Multiple Criteria Different Fields
- Top Ten
- Removing all Filters
- Creating a Table
- Managing a Table
- Selecting Rows and Columns
- Using the Drop Down Buttons
- Inserting Rows and Columns
- Total Row
- Demoting a List to a Range
- Splitting Columns

Basic Charts

- Creating a New Chart
- The Chart Ribbon Tabs
- The Design Tab
- The Layout Tab
- The Format Tab
- Chart Types
- Column
- Line
- Pie
- Bar
- XY (Scatter)
- Source Data
- Chart Options
- Titles
- Axis Options
- Gridlines
- Legend
- Data Labels
- Data Table
- Chart Location
- Formatting Chart Elements
- Common Formatting Categories
- Data Series
- Data Point
- Axes
- Gridlines
- Title
- Legend

Useful Calculations

- Percentage Increase/Decrease
- Percentages of a Total
- Running Total