



INTRODUCTION TO MICROSOFT[®] EXCEL

DESCRIPTION

ARE YOU NEW TO MICROSOFT EXCEL? THROUGH THIS INTRODUCTORY 3 HOUR WORKSHOP, LEARN TO CREATE A BASIC WORKBOOK OR SPREADSHEET, ADD SIMPLE FORMULAS AND FINALLY FORMAT, PROOF AND PRINT YOUR PROJECT. THIS POPULAR SPREADSHEET PROGRAM IS A MUST FOR ANYONE MANAGING NUMBERS OR LARGE AMOUNTS OF DATA. LEARN THE BASICS TO GET YOU STARTED IN USING THE PROGRAM SO THAT YOU ARE ABLE TO EXPLORE THE REST.

OBJECTIVES

BY THE END OF THIS WORKSHOP YOU WILL BE ABLE TO:

- KNOW EXCEL TERMINOLOGY
- CREATE WORKBOOKS
- NAVIGATE WITHIN EXCEL
- ENTER DATA
- EDIT DATA
- CREATE SIMPLE FORMULAS
- FORMAT A WORKBOOK
- CREATE CHARTS
- MANIPULATE PAGE SETTINGS
- CHANGE PRINTING OPTIONS

TARGET AUDIENCE

THIS HANDS-ON WORKSHOP IS INTENDED AS AN INTRODUCTION TO THE BASIC FEATURES AND COMMANDS OF THE MICROSOFT EXCEL PROGRAM. BASIC COMPUTER SKILLS ARE A PREREQUISITE, HOWEVER NO PREVIOUS EXPERIENCE WITH EXCEL IS NECESSARY.

CONTENT

- ▣ BASIC TERMINOLOGY
- ▣ CREATING A BLANK WORKBOOK
- ▣ USING AN EXISTING WORKBOOK
- ▣ SAVING & CLOSING A WORKBOOK
- ▣ ENTERING & EDITING DATA
 - ALIGNMENT
 - CELL RANGES
 - CUT, COPY & PASTE
 - THE FILL FEATURE
- ▣ INSERTING & DELETING CELLS
- ▣ FORMATTING WORKSHEETS
- ▣ FORMATTING
 - CELLS
 - COLUMNS
 - ROWS
 - STYLES
- ▣ CREATING FORMULAS
 - FUNCTIONS
- ▣ PROOFING
- ▣ ORGANIZING DATA
 - SORT
 - FILTER
- ▣ CREATING CHARTS
 - CHART TOOLS RIBBON
- ▣ PRINTING
 - PAGE SETUP
 - PRINTING OPTIONS