

MICROSOFT EXCEL

FOUNDATION

SA-EXF-1

Duration: 1 day; Instructor-led

WHAT WILL YOU LEARN

This course is intended for participants who wish to gain the foundational understanding of Microsoft Excel that is necessary to create and work with electronic spreadsheets.

OBJECTIVES

Upon completion of this program, participants should be able to:

- Getting Started with Microsoft Excel
- Identify the Elements and Interface of Excel
- Performing Calculation, Basic Formula and Functions
- Modify worksheet & Formatting Worksheet
- Printing and managing large workbook

PREREQUISITES

Basic knowledge of Windows is essential with the following prerequisites:

- Able to manoeuvre with the mouse – Point, Click, Drag and Double Click
- Able to use the Control Panel
- Able to move and re-size Application Windows
- Able to switch between task applications

COURSE CONTENTS

Module 1: Getting Started with Microsoft Excel

Topic A – Identify the Elements of the Excel Interface

- Microsoft Excel
- What are Spreadsheet, Worksheet and Workbook
- What are Columns, Row, Cells, and Ranges
- The Excel Interface
- Navigation Options

Topic B Creating a New Blank Workbook

- Create a Basic Worksheet
- The Ribbon
- The Backstage View
- The Save and Save As Commands

Module 2: Performing Calculation

Topic A: Create Formulas in a Worksheet

- Excel Formulas
- The Formula Bar
- Elements of an Excel Formula
- Common Mathematical Operators
- The Order of Operations
- Division Formula

Module 3: Modifying a Worksheet

Topic A: Manipulate Data

- The Undo and Redo Commands
- The AutoFill Feature
- Auto Fill Options
- The Transpose Option
- Live Preview
- The Clear Button

Topic B: Insert, Manipulate, and Delete Cells, Columns, and Rows

- The Insert and Delete options
- Column Width and Row Height Alternation Methods
- The Hide and Unhide Options

Topic C – Search for and Replace Data

- The Find Command
- The Replace Command
- The Go to Command

Topic D – Spell Check a Worksheet

- The Spelling Dialog Box

Module 4: Formatting a Worksheet

Topic A: Modify Fonts

- Fonts
- The Font Group
- The Format Cells Dialog Box
- The Format Painter
- Live Preview and Formatting
- The Mini Toolbar

Topic B: Add Borders and Colors to Cells

- Border Options
- Fill Options
- Sheet Backgrounds

Topic C: Apply Number Formats

- Number Formats
- Dragging and Dropping Cells
- How to cut, copy, and paste cells
- How to cut, copy, and Paste Multiple cells
- Using the Clipboard
- Using Paste Special
- Number Formats in Excel
- Custom Number Formats

Topic D: Align Cell Contents

- Alignment Options
- The Indent Commands
- Orientation Options

- The Merge & Center Options

Module 5: Printing Workbook Contents

Topic A: Define the Basic Page Layout for a Workbook

- The Print Options in Backstage View
- The Page Setup Dialog Box
- The Print Preview Option
- Headers and Footers
- Header and Footer Settings
- Page Margins
- Margins Tab Options
- Page Orientation

Topic B: Refine the Page Layout and Apply Print Options

- Zoom Options
- Page Breaks
- Page Break Options
- The Print Area
- Print Titles
- Scaling Options

Module 6: Managing Large Workbooks

Topic A: Format Worksheet Tabs

- Renaming Worksheet Tabs
- Changing Tab Color

Topic B: Manage Worksheets

- Repositioning Worksheets
- Inserting or Deleting Worksheets
- Hiding and Unhiding Worksheets
- Worksheet References in Formulas