

## Excel Beginners Objectives for a One-day Course (6 hours)

### **Introduction to the Excel Interface**

#### **Excel Basics**

- Spreadsheets, worksheets and workbooks
- Worksheet navigation
- Selecting cells and ranges

### **Saving and Managing Files and Folders**

#### **Data Entry Tips and Tricks**

- For efficiency and accuracy

#### **Worksheet Management**

- Inserting
- Deleting
- Renaming
- Tab colour
- Moving
- Copying
- Selecting multiple worksheets
- Changing the default number of worksheets

#### **Basic Formulas**

- Building a basic formula
- Operator precedence (BODMAS)
- Copying formulas
- Absolute Referencing

#### **Basic Functions**

- SUM, AVERAGE, COUNT, MIN, MAX, COUNTA, COUNTBLANK
- AutoSum menu
- Function Tool
- Status Bar display
- Formula AutoComplete
- Formulas tab

## **Basic Cut, Copy and Paste**

- Cut vs. Copy and Paste
- Paste Options

## **Basic Formatting**

- Font formatting
- Changing the alignment
- Number formatting
- Borders
- Cell backgrounds
- Format Painter
- Clearing formatting

## **Sorting and Filtering**

- Sorting by text, dates and numbers
- Multilevel Sorting
- Filtering by text, dates and numbers
- Clearing filters

## **Basic Charts**

- Column/Bar Charts
- Line Charts
- Pie Charts
- Selecting the appropriate data
- Resizing and moving
- Adding basic chart elements
- Printing Charts

## **Setting Up for Printing**

- Print Preview
- Setting Print Area
- Orientation
- Scaling
- Margins and alignment
- Headers and Footers
- Gridlines and Headings