

Software Solutions

Microsoft® Excel - The Essentials

Stage One

Versions 2007, 2010, 2013 (365) and 2016 (365)

Course Objectives:

Stage One does not mean this is a beginners course, it is more than that it is the Essentials course, that beginners and all Excel users will benefit from. The aim of this course is to provide participants with a strong introduction to develop a spreadsheet, and use Excel features effectively. Participants will be taught quick and easy ways to create and manipulate data, worksheets and workbooks. Participants will construct many spreadsheets that include formulas and functions, and format the worksheet for effective representation of data. If you have any questions please contact Cathi Barker (cathi@xtra.co.nz)

Who Should Attend:

Participants should either be newcomers, those making the transition from an older version, or those who are **self-taught** in Excel, and wanting to "fill in the gaps" and learn the essential, faster and smarter ways of working with Excel. Knowledge of Windows is required, and attendees must be competent with the keyboard and mouse.

Course Outline/Table of Contents:

CHAPTER 1. INTRODUCTION TO THE EXCEL SCREEN

<input type="checkbox"/> THE TITLE BAR	<input type="checkbox"/> THE RIBBON
<input type="checkbox"/> TO SEE WHAT EACH COMMAND BUTTON ON THE RIBBON DOES	<input type="checkbox"/> TO SHOW OR HIDE THE RIBBON
<input type="checkbox"/> CUSTOMIZE THE RIBBON	<input type="checkbox"/> THE FILE TAB (BACKSTAGE VIEW)
<input type="checkbox"/> THE QUICK ACCESS TOOLBAR	<input type="checkbox"/> MOVING THE QUICK ACCESS TOOLBAR
<input type="checkbox"/> CUSTOMISING THE QUICK ACCESS TOOLBAR	<input type="checkbox"/> THE FORMULA BAR
<input type="checkbox"/> THE COLUMNS AND ROWS	<input type="checkbox"/> COLUMNS
<input type="checkbox"/> ROWS	<input type="checkbox"/> CELLS
<input type="checkbox"/> WORKSHEET TABS	<input type="checkbox"/> THE STATUS BAR
<input type="checkbox"/> ZOOM CONTROLS	

CHAPTER 2. FILE MANAGEMENT

<input type="checkbox"/> CREATING A NEW WORKBOOK (FILE)	<input type="checkbox"/> MOVING BETWEEN OPEN WORKBOOKS
<input type="checkbox"/> CLOSING WORKBOOKS	<input type="checkbox"/> ENTERING DATA IN A WORKSHEET
<input type="checkbox"/> SAVE A WORKBOOK	<input type="checkbox"/> SAVE AS A DIFFERENT NAME, LOCATION OR FORMAT
<input type="checkbox"/> SAVE AS	<input type="checkbox"/> ENTERING MORE DATA IN A WORKSHEET AND SAVING THE CHANGES
<input type="checkbox"/> SAVING AS A PREVIOUS VERSION OF EXCEL	<input type="checkbox"/> COMPATIBILITY CHECKER
<input type="checkbox"/> AUTOMATIC SAVING	<input type="checkbox"/> EXIT EXCEL

CHAPTER 3. MANIPULATING WORKSHEETS

<input type="checkbox"/> THE DIFFERENCE BETWEEN A WORKBOOK AND A WORKSHEET	<input type="checkbox"/> DELETING A WORKSHEET
<input type="checkbox"/> SELECTING MORE THAN ONE WORKSHEET	<input type="checkbox"/> RENAMING A WORKSHEET
<input type="checkbox"/> INSERTING A WORKSHEET	<input type="checkbox"/> MOVING WORKSHEETS
<input type="checkbox"/> OPEN A WORKBOOK	<input type="checkbox"/> TO MAKE A COPY OF A WORKSHEET
<input type="checkbox"/> TO HIDE A WORKSHEET	<input type="checkbox"/> TO UNHIDE A WORKSHEET
<input type="checkbox"/> COLOUR A WORKSHEET TAB	

CHAPTER 4. MOVING AROUND A WORKBOOK

<input type="checkbox"/> MOVEMENT KEYS	<input type="checkbox"/> TO START OR STOP THE DIRECTION OF THE ENTER KEY
--	--

CHAPTER 5. FIND AND REPLACE

CHAPTER 6. ENTERING AND EDITING DATA

<input type="checkbox"/> CLASSIFYING DATA AS TEXT OR NUMBERS	<input type="checkbox"/> ENTERING NUMBERS
<input type="checkbox"/> ENTERING TEXT	<input type="checkbox"/> MODIFY ALIGNMENT: LEFT, RIGHT AND CENTERED
<input type="checkbox"/> LEFT ALIGN	<input type="checkbox"/> RIGHT ALIGN
<input type="checkbox"/> CENTER	<input type="checkbox"/> ENTERING DATES AND TIMES
<input type="checkbox"/> FORMATTING DATES	<input type="checkbox"/> EDIT OR CHANGE DATA IN A CELL
<input type="checkbox"/> TO DELETE DATA	<input type="checkbox"/> USE THE UNDO
<input type="checkbox"/> USE THE REDO	

CHAPTER 7. WORK WITH AUTO-FILL

<input type="checkbox"/> TO CREATE A SERIES THAT INCREMENTS BY ONE	<input type="checkbox"/> FILL A SERIES THAT INCREMENTS BY MORE THAN ONE
<input type="checkbox"/> FORCE A SERIES TO INCREMENT	<input type="checkbox"/> STOP A SERIES FROM INCREMENTING
<input type="checkbox"/> CREATE A CUSTOM AUTO-FILL	<input type="checkbox"/> OTHER AUTO-FILL OPTIONS

CHAPTER 8. SORTING A LIST

<input type="checkbox"/> SINGLE SORTS	<input type="checkbox"/> CUSTOM SORTS
---------------------------------------	---------------------------------------

CHAPTER 9. FILTERING A LIST

<input type="checkbox"/> WHAT IS AN EXCEL LIST OR "DATABASE"?	<input type="checkbox"/> THE AUTOFILTER FEATURE
<input type="checkbox"/> TO REMOVE THE AUTOFILTER	

CHAPTER 10. DRAG AND DROP TO MOVE OR COPY DATA

<input type="checkbox"/> USING MOUSE DRAG AND DROP TO MOVE DATA	<input type="checkbox"/> TO MOVE DATA
<input type="checkbox"/> TO COPY DATA	

CHAPTER 11. CUT, COPY, PASTE AND THE OFFICE CLIPBOARD

<input type="checkbox"/> CUT	<input type="checkbox"/> PASTE
<input type="checkbox"/> PASTE	<input type="checkbox"/> INSERTING CUT OR COPIED CELLS
<input type="checkbox"/> THE OFFICE CLIPBOARD	<input type="checkbox"/> TO OPEN THE OFFICE CLIPBOARD

CHAPTER 12. HOW TO INSERT OR DELETE COLUMNS OR ROWS

<input type="checkbox"/> INSERT A COLUMN	<input type="checkbox"/> DELETE A COLUMN
<input type="checkbox"/> INSERT A ROW	<input type="checkbox"/> DELETE A ROW

CHAPTER 13. DATA ENTRY PRACTICE EXERCISES

CHAPTER 14. CALCULATING WITH FORMULAS

<input type="checkbox"/> ENTERING A FORMULA	<input type="checkbox"/> ARITHMETIC OPERATORS ON THE KEYBOARD NUMBER PAD
<input type="checkbox"/> RECALCULATING FORMULA RESULTS	<input type="checkbox"/> VIEWING AND PRINTING FORMULAS
<input type="checkbox"/> THE ORDER IN WHICH A FORMULA IS CALCULATED	<input type="checkbox"/> REVISE FORMULAS

CHAPTER 15. FUNCTIONS

<input type="checkbox"/> SUM FUNCTION	<input type="checkbox"/> OTHER FUNCTIONS
<input type="checkbox"/> FORMULAS TAB	

CHAPTER 16. FORMULA AND FUNCTION PRACTICE EXERCISES

CHAPTER 17. FORMATTING WORKSHEETS

<input type="checkbox"/> FONT	<input type="checkbox"/> FONT SIZE
<input type="checkbox"/> BOLD	<input type="checkbox"/> ITALIC
<input type="checkbox"/> UNDERLINE	<input type="checkbox"/> LEFT ALIGN
<input type="checkbox"/> RIGHT ALIGN	<input type="checkbox"/> CENTER
<input type="checkbox"/> MERGING OR UNMERGING ACROSS CELLS	<input type="checkbox"/> CURRENCY (ACCOUNTING NUMBER FORMAT)
<input type="checkbox"/> PERCENT	<input type="checkbox"/> COMMA
<input type="checkbox"/> OTHER NUMBER FORMATS	<input type="checkbox"/> INCREASE DECIMAL
<input type="checkbox"/> DECREASE DECIMAL	<input type="checkbox"/> INCREASE INDENT

<input type="checkbox"/> DECREASE INDENT	<input type="checkbox"/> BORDERS
<input type="checkbox"/> BACKGROUND COLOUR	<input type="checkbox"/> TEXT COLOUR
<input type="checkbox"/> SUPERSCRIPIT	<input type="checkbox"/> TEXT ORIENTATION OR ROTATION
<input type="checkbox"/> WRAP TEXT	<input type="checkbox"/> THE FORMAT PAINTER
<input type="checkbox"/> COLUMN WIDTH	<input type="checkbox"/> ROW HEIGHT
<input type="checkbox"/> TABLE STYLES	<input type="checkbox"/> TABLE STYLE (QUICK STYLE) OPTIONS
<input type="checkbox"/> HIDE OR DISPLAY GRIDLINES	

CHAPTER 18. SPELL CHECKING

CHAPTER 19. PAGE SETUP AND PRINTING

<input type="checkbox"/> PRINT PREVIEW	<input type="checkbox"/> NAVIGATING AND ZOOMING IN PRINT PREVIEW
<input type="checkbox"/> ORIENTATION	<input type="checkbox"/> SCALING
<input type="checkbox"/> MARGINS AND CENTER ON THE PAGE	<input type="checkbox"/> CUSTOM HEADERS
<input type="checkbox"/> CUSTOM FOOTER	<input type="checkbox"/> GRIDLINES AND DRAFT QUALITY
<input type="checkbox"/> CLOSE PRINT PREVIEW	<input type="checkbox"/> PRINT PREVIEW DROP-DOWNS
<input type="checkbox"/> PAGE LAYOUT	<input type="checkbox"/> PRINTING A SELECTED RANGE
<input type="checkbox"/> PRINTING A ONE OR MORE WORKSHEETS	<input type="checkbox"/> PRINTING ENTIRE WORKSHEET

CHAPTER 20. EXCEL KEYBOARD SHORTCUTS