

Excel Essentials



Overview:

Microsoft Excel is the leading spreadsheet application used by most businesses to perform data analysis. Whether you work in accounting, marketing, sales, or human resources, if your job requires a computer, then you will benefit by learning to use Microsoft Excel.



Prerequisites:

No prior knowledge of Excel is required for this course, however, for best outcomes, basic Windows and mouse skills are recommended.



Who should attend:

This course is designed for people who are new to spreadsheets or converting from another program. The learning outcomes of this course cover the basic day to day tasks required to work with an Excel spreadsheet and produce basic reports.



Benefits:

- Develop a good working knowledge of Excel basics.
- Improve your confidence in building worksheets in Excel.
- Understand and use built-in formulas
- Improve the presentation of worksheets



Learning Outcomes:

- Enter and edit data in an Excel spreadsheet
- Create simple formulas
- Format text and numbers to improve presentation
- Prepare the spreadsheet for print by modifying page layout
- Create simple charts to graphically represent data
- Learn best practice for designing spreadsheets



Version(s):

2013, 2016, 2019, 365



1 day



440.00



Course times:

9:00am-4:30pm



Delivery Options



Public Schedule



Live Online



Group Training



In-house



Certificate upon Completion

Non-accredited course



To book this course:

Call: **1300-2-GO-CTS**

Web: www.ctstraining.com.au

Email: info@ctstraining.com.au



Content:

Excel Basics

- Excel Screen features
- Title Bar
- Ribbon and Ribbon Tabs
- Name Box and Formula Bar
- Worksheets
- Selecting Cells
- Using Ranges
- Entering Data into the Worksheet
- Data Entry Techniques
- Entering a Formula
- AutoSum
- Managing your Workbook

Editing Data

- Editing the Contents of a cell
- Find & Replace
- Editing a Formula
- Inserting Columns, Rows and Cells
- Copying and Moving Data
- Fill and Flash Fill
- Drag & Drop Editing
- Copying Formatting
- Clearing Format

Formulas and Functions

- Relative Formulas
- Absolute References
- Using Basic Functions
- Status Bar Calculations
- Using the Function Button

Preparing for Print

- Fine Tuning for Print
- Page Layout View
- Page Setup Options
- Print Preview
- Controlling Page Breaks
- Page Break Preview
- Printing a Worksheet
- Print Title

Charting

- Types of Charts
- Choosing the Source Data
- Category and Value Axis
- Working with Charts
- Chart Tools
- Moving Embedded Charts
- Sizing Embedded Charts
- Creating a Pie Chart
- Charting Non-Consecutive Data
- Changing the Axis Plot Order
- Layout Tools
- Printing a Chart

Themes & Graphics

- Themes & Graphics
- Themes and Styles
- Adding a Picture or Graphic
- Formatting Graphics

Spreadsheet Design

- Good Design
- Analyse a Spreadsheet
- Design Principles
- Spreadsheets Planning Checklist
- Tips for Optimising Speed
- Design Project

