

About this course

This course covers all the key skills that you'll need to build a spreadsheet from scratch.

You'll learn about inputting and editing data, creating basic formulas, formatting data and setting up your spreadsheet for printing so that there are no surprises.

You will find out how Excel behaves so that you can sort out problems yourself and get advice on best practice and time saving tips to help you work faster and more efficiently.

Not just for those who are new to Excel – this course is invaluable to give a thorough understanding of Excel to existing users who tend to do things by 'trial and error' or the long way around.

Get in touch

fiona@oncourse.im 

07624 344304 

www.oncourse.im 

What you'll learn

The Basics

- The Excel Screen
- The Ribbon
- Workbook views
- Help
- Backstage View
- Shortcut menus

Quick Access Toolbar (QAT)

- Adding/removing buttons
- Moving the QAT

Working with files

- New workbook
- Open workbooks
- Saving
- Save as PDF
- File shortcuts

Moving and Selecting

- Moving around
- Selecting cells
- Selecting rows/columns
- Shortcuts

Entering data

- Data types
- Inputting data
- Data entry shortcuts
- Undo and Redo

Changing data

- Editing data
- Editing shortcuts
- Deleting data
- Deleting v Backspace

Moving and Copying

- Cut, copy and paste
- Paste options
- The Office Clipboard
- Drag and drop

AutoFill

- Using AutoFill
- Stopping AutoFill
- Creating Custom Lists
- FlashFill

Inserting & deleting

- Inserting cells
- Inserting rows & columns
- Deleting cells
- Deleting rows & columns

Formulas

- Creating simple formulas
- Relative/Absolute references
- Editing formulas
- Simple functions
- AutoSum
- AVERAGE, COUNT
- MAX, MIN
- Formula error messages
- Copying formulas

Formatting

- Formatting text
- Formatting numbers
- Formatting dates
- Formatting cells
- The Format Painter
- Resizing rows and columns

Printing

- Print Preview
- Page Break Preview
- Print areas
- Page breaks
- Page setup
- Print settings

