Microsoft Office Excel Basic

Duration: 1 Day   Course Code: M-EXB

Overview:

Get started quickly and easily with Microsft Excel. Learn how to work with Excel efficiently in this course.
Theory and practice alternate during the course day.

Target Audience:

This course is also very suitable for students who never or rarely use Excel. The basic functionalities of Excel are covered.

Objectives:

- **The following topics are covered in this training;**
- Getting started with Excel
- Using files
- Structuring an Excel folder

- Editing a worksheet
- Structuring an Excel folder
- Creating calculations
- Formatting

Prerequisites:

Basic skills related to using Microsoft Windows.

Content:

Exploring Excel

- What to do with Excel
- Screen visibility
- Using the ribbon
- Customise Quick Access Toolbar
- Using Help
- Zooming in and out
- Entering and navigating

Entering and confirming

- Modifying cell content
- Clear content / formatting / undo all
- Navigation with mouse and keyboard
- Selecting cells, columns and worksheets
- Search and replace
- Spelling correction
- Using files

Create, open, close and save files Using templates using templates

- Save as PDF version
- Row and column operations

Resizing rows and columns

- Inserting and deleting rows and columns
- Hide and reveal rows and columns
- Editing a worksheet

Moving and copying

- Creating series
- Inserting and renaming worksheets
- Moving and copying worksheets
- Change colour of tab - Group operations
- Formulas

Creation of basic formulas

- Precedence rules of operators
- Using basic functions
- Copy and paste calculations
- Formatting

Adjusting cell alignmentFormatting cell content

- Using an absolute reference
- Merging cells
- Text wrapping
- Number formatting
- Copying formatting
- Page layout and printing

Page settings (margins, print orientation, size, etc.)

- Printing titles on each page
- Insert and remove page breaks
- Creating headers and footers
- Printing a selection
- Use print range

Further Information:

For More information, or to book your course, please call us on 0800/84.009

info@globalknowledge.be

www.globalknowledge.com/en-be/