

Excel – Getting Started

Course Duration 4 hours

Aim

To become familiar with Excel for data entry and as a calculation tool

Prerequisites

Familiarity with the Windows environment and mouse

Topics

Workbooks	▼ Creating a New Workbook
	▼ What's on the Screen
Choosing Commands in Excel	▼ Pull Down Menus
	▼ Shortcut Menus
	▼ Toolbar Buttons
	▼ Undoing and Repeating Commands
Saving a Workbook	▼ Naming a file
Opening & Closing Workbooks	▼ File Locations
Moving around in a Sheet	▼ Keyboard Commands
	▼ Mouse Commands
Entering Data and Editing Cell Contents	▼ To edit within a cell, rich text editing
Creating Formulas	▼ Formula Bar
Functions	▼ Autosum
Cut, Copy & Paste	▼ Copying Cells
	▼ Copying Cells by Dragging
Fill & Series Commands	▼ Customising AutoFill
Inserting Rows, Columns or Cells	▼ Deleting Cells, Rows, or Columns
	▼ Clearing Cells
Spelling	
Formatting a Worksheet	▼ Applying an Autoformat
	▼ Centre Across Columns
	▼ Changing Column Widths and Row Heights
	▼ When you see #####
Printing	▼ Page Setup

