



RTO Number: 40732

Australian NIT College Pty Ltd
trading as
Swan Institute Australia



CRICOS Provider Code: 03376K

Excel Introduction

Course Aims

Excel Introduction is for people new to Spreadsheets, and for self-taught users to enhance their knowledge. It is a pre-requisite for the Intermediate course

Learning Outcomes

Upon completion of this course the participant will be able to perform a selection of the tasks listed below:

- Recognise the main areas of the Excel window & workbook
- Enter, edit and delete data in a workbook
- Create workbooks using formulae and functions, including SUM, AVERAGE, MAX & MIN
- Use formatting to improve the presentation of the spreadsheet
- Set print settings and print the spreadsheet

Course Duration

One Day 9:00am to 4:00pm

Course Content

Exploring Excel

- Start Excel
- Use the Interface
- Use Backstage View
- Explore Excel Options
- Work with Worksheets
- Use the Ribbon
- Hide the Ribbon
- Mini Toolbar
- Customize Status Bar
- Exit Excel

Using Basic Workbook Skills

- Use KeyTips
- Scroll Bar Shortcut Menu
- Go To Dialog Box
- Enter Text and Numbers into Cells
- Save, Close and Open Workbooks
- Create a New Workbook
- Data Entry Shortcuts
- Edit Cell Entries

Working with Ranges

- Use Ranges
- Select Ranges with Mouse & Keyboard
- Select Non-adjacent Ranges
- Enter Values into a Range
- Use Auto Fill

Creating Simple Formulas

- Use Formulas
- Use Functions
- AutoSum Button & AutoSum List
- Formula AutoComplete
- Insert and Edit Functions in Formulas
- AutoCalculate Feature
- Range Borders to Modify Formulas
- Check Formula Errors

Copying & Moving Data

- Copy/Cut and Paste Data
- Copy & Paste Formulas
- Paste Options Button
- Paste List
- Clipboard Task Pane
- Fill Cells
- Drag-&-Drop Editing

Formatting Numbers and Text

- Use Currency, Percent and Comma Style
- Change Decimal Places,
- Change Text Appearance
- Rotate, Wrap and Shrink Text in a Cell
- Change Cell Alignment
- Change Text Indentation



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Formatting Cells

- Use Merge and Centre Button
- Change Vertical Alignment
- Split Cells
- Use Borders Button
- Use Fill Colour Button
- Paste Formats
- Use Format Painter Button, Copy Formats to Non-Adjacent Cells,
- Clear Formats

Working with Columns & Rows

- Select Columns and Rows
- Use Narrow Column Tooltips
- Change Column Width and Row Height
- Adjust Columns Automatically
- Hide and Unhide Columns and Rows
- Insert Columns and Rows
- Delete Columns and Rows

Using Large Worksheets

- Change Magnification
- Full Screen View
- Splitting the Window
- Freezing Panes

Using Page Setup

- Set Margin and Centre Options
- Change Page Orientation
- Change Page Setup Options
- Create Headers and Footers

Printing

- Preview a Worksheet
- Print Current Worksheet
- Print a Selected Range
- Print a Page Range
- Print Multiple Copies