



## ***An Essential Skills course*** **Creating spreadsheets in** **Microsoft® Excel**

### **Level: Stage 1**

#### *About this course*

This course has been designed as an introduction to creating Microsoft® Excel worksheets. The aim is to ensure attendees gain a good grounding in all skills needed to create worksheets that are both professional in look and design. Basic calculations using formulas and functions are included.

#### *Who should attend?*

This course is aimed at people who will be creating or updating Excel worksheets in a business environment. The course content is designed for the non-technical user. Suitable for the complete novice and those people who currently have a very basic understanding of Excel.

#### *Learning objectives*

By the end of this course, participants should be able to confidently:

- ✓ Easily locate command buttons and task panes on the Excel screen
- ✓ Insert and edit data in a worksheet including moving and copying data
- ✓ Work with multiple worksheets. Add, move, copy and delete sheets as required
- ✓ Create basic calculations using formulas and functions
- ✓ Change the layout of your worksheet. Inserting and deleting rows and columns
- ✓ Sort and filter lists of data
- ✓ Apply borders and colour to enhance the presentation of the data
- ✓ Set the Page Setup options to ensure the worksheet prints correctly
- ✓ Print multiple worksheets at one time, a set area of a worksheet or an entire worksheet
- ✓ Create and format basic Charts
- ✓ Use multiple short-cuts to save editing and formatting time

#### *Learning method*

This course is designed to be instructor led. Instruction follows a “hands-on” approach. Each delegate will require a PC with Microsoft® Excel software installed. The course can be complemented with user reference manuals (optional). Use of a whiteboard and data projector would be beneficial.

#### *Course Pre-requisites*

This course is designed for users who are proficient at using the Microsoft® Windows environment, a mouse and keyboard.

### *Course Duration*

Course delivery consists of 7 hours hands-on tuition. Please note the duration is set for a maximum of 8 persons. If you are thinking of running this course for a smaller or larger group please contact us for confirmation of the required duration.

### *Skill check*

The instructor will provide practical exercises and practice files. Delegates can request assistance when working through the exercises. The aim is to confirm a skill has been developed to ensure the learning objectives have been met, therefore, where ever possible delegates are encouraged to repeat the exercise unassisted.

### *Safety check*

The instructor will explain the benefit of good posture with recommended safety checks to be made during the session and when working on a PC in general.

### *Course content*

Topics covered in this course include the following:

#### Getting Started

- Starting Excel and opening a workbook
- Parts of the Excel Window
- Working with the Excel Ribbon and Tabs
- Moving between worksheets using the sheet tabs

#### Starting a workbook

- Creating a new workbook
- Saving a workbook (.xlsx files)
- Closing a workbook

#### Working with data

- Adjusting column width and row height
- Editing data
- Using the AutoFill button
- Working with AutoComplete
- Quick keys to move quickly around the worksheet and workbook
- Sorting and Filtering lists

#### Creating calculations

- Creating formulas
- Editing calculations
- Using the Sum, Average, Max and Min functions

#### Formatting the worksheet

- Cutting and Copying data
- Copying calculations (absolute and relative addressing)
- Spell checking
- Adding colour and borders
- Applying currency, percentage and comma formats
- Changing the alignment of data
- Inserting and deleting rows and columns
- Inserting page breaks

#### Selecting suitable Page Setup options

- Changing the page from portrait to landscape
- Using the Fit to Page option

#### Printing in Excel

- Previewing the worksheet before printing
- Setting a print area
- Printing the worksheet(s)

#### Creating Charts

- Identifying Chart components
- Quickly creating a Bar chart
- Modifying the Chart layout, format and design
- Working with embedded Charts