

This course introduces the basic concepts of spreadsheeting. Navigation and formatting techniques will be covered as well as changing the structure of a spreadsheet and writing basic formulae and functions.

Pre-Requisites

It is recommended that students have basic experience with Microsoft Windows and have basic file management knowledge for saving and opening files.

Duration

1 Day

Cost

\$275 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

Contact Details

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Course Content

Getting Started

- What are spreadsheets?
- Start Microsoft Excel
- Explain the Microsoft Excel screen
- Navigate within the worksheet
- Select a contiguous range of cells
- Select a non-contiguous range of cells

Entering Data

- Entering data into a worksheets
- Explain the different types of data
- Editing data
- Deleting data
- Using undo and redo
- Saving a workbook
- Open a new or existing workbook
- Exit Excel
- Creating a new workbook

Moving and Copying Data

- Using cut and paste to move data
- Using drag and drop to move data
- Using copy and paste to copy data
- Using drag and drop to copy data
- Collect and paste using the Office clipboard

Using AutoFill

- AutoFill data on the sheet
- Creating custom lists for AutoFill
- AutoFill Smart Tag options
- Other automatic data entry options

Working with Columns and Rows

- Formatting rows and columns
- Inserting rows and columns
- Inserting cells
- Changing the column width
- Changing the row height
- Hiding rows and columns

Formatting Cells

- Changing font formatting
- Changing number formatting
- Merging cells
- Using different alignments

Formulae and Functions

- Writing formulae
- Arithmetic operators
- Using relative and absolute references
- AutoSum
- Finding other functions
- Statistical functions–Avg,Min,Max,Count

Printing

- Print previewing the worksheet
- Change the Page Setup options
- Using Page Break Preview
- Printing the worksheet
- Using the Ask a Question box
- Using the Help Task Pane

Getting Help

- Get assistance using Help
- Using the Ask a Question box
- Using the Help Task Pane