

# MS Excel–1 day

Beginners

## Prerequisites

**In order to successfully master Excel Beginners, Windows Beginners must have been completed.**

**The user must be confident with at least 80% of the course material from the Windows Beginners course.**

## **Exploring Excel**

- Exploring the Excel Window
- Using Ribbons and Tabs
- Selecting & Navigating Cells
- Get Help

## **Working with Workbooks**

- Create a Workbook
- Text, Numbers and Dates
- Save a Workbook
- Opening Files
- Creating Folders while Saving Files
- Undo & Redo
- Edit Cell Data
- Cut, Copy and Paste
- AutoComplete
- Use AutoFill
- Find and Replace

## **Using Functions and Formulas**

- Create Basic Formulas
- Method for Entering a Formula
- AutoSum
- Arithmetic Operators
- Using Worksheet Functions
- Create Absolute Referencing

## **Format Data**

- Format Cell Contents
- Apply Number Formats
- Set Row and Column widths
- Change Cell Alignments
- Add Borders and Shading
- Cell Alignment
- Merge Cells
- Rotate Text
- Format Painter
- AutoFormat

## **Modifying Workbooks**

- Deleting Both Cell Contents And Cell Formats
- Editing Text, Numbers and Formulas
- Paste Special
- Inserting Cells, Rows and Columns
- Deleting Cells, Rows and Columns
- Hide and Unhide Rows and Columns

## **Modify Worksheets**

- Rename Sheets
- Insert & Delete Sheets
- Move Sheets
- Copy Sheets
- Hide and Unhide Sheets

## **Page Set-up and Printing**

- Spell Check
- Preview Worksheets
- Set Page Orientation
- Set Margins
- Headers and Footers
- Page Breaks
- Page Break Preview
- Print Options