



## Rock Solid Training Course Profile

# Microsoft Excel Introduction

One Day Course

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### Who is this training course suitable for?

Our Microsoft Excel Introduction course is suitable for complete beginners to Microsoft Excel.

### Prerequisites

A working knowledge of Windows is required, or our **Microsoft Windows Introduction** course. No experience of MS Excel is required.

### Benefits

At the end of this course you will have a good working knowledge of Excel basics. You will feel more confident using Excel and be able to create a spreadsheet from scratch. Understanding and using some of the built in calculation and formula functionality will allow you to be more productive in your work and home Excel environments. Spreadsheets that you create will be easier to use and look more presentable.

### Course Syllabus

#### Getting Started

- Spreadsheet terminology
- Exploring the Excel window
- Getting help
- Opening and navigating workbooks
- Closing workbooks

#### Entering and Editing data

- Creating workbooks
- Entering and editing labels and values
- Entering and editing formulas
- Saving and updating workbooks

#### Modifying a Worksheet

- Moving and copying data
- Moving and copying formulas
- Using absolute references
- Inserting and deleting ranges

#### Using Functions

- Entering functions
- Using AutoSum
- Using AVERAGE, MIN, and MAX

#### Formatting Worksheets

- Formatting text
- Formatting rows and columns
- Number formatting
- Using Format Painter and AutoFormat

#### Printing

- Preparing to print
- Page Setup options
- Printing worksheets

#### Creating Charts

- Chart basics
- Modifying charts
- Printing charts

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