

Desktop application

# MICROSOFT EXCEL 2007-2016 LEVEL 1



## Course content

### The Excel Interface

- > Microsoft Office Backstage view
- > The Quick Access Toolbar
- > The Ribbon, Ribbon Tabs, Ribbon Groups
- > Customising the Ribbon
- > Dialog launches
- > Contextual tabs

### Creating Workbooks

- > Entering Text and Numbers
- > Entering and copying formulae
- > Using AutoSum
- > Saving a Workbook
- > Print and Preview Options
- > Using different views

### Editing Workbooks

- > Open an Existing Workbook
- > Moving around the worksheet
- > Selecting cells
- > Editing and Deleting cell contents
- > Copying and moving data
- > Protecting Worksheets
- > Freeze Panes

### Formatting Cells

- > Applying Font Formats
- > The Mini Toolbar
- > Live Preview
- > Apply Number Formats
- > Align Text
- > Handling Percentages and Dates

### Working with Columns and Rows

- > Changing Column widths
- > Changing Row Height
- > Autofit columns and rows
- > Insert and delete columns and rows

### Creating Charts

- > Creating a Chart
- > Formatting Chart Objects
- > Printing Charts

## Course objectives

To provide delegates with a basic introduction to Excel, to demonstrate its ease of use and to enable delegates to use a spreadsheet with confidence and understanding.

## Course type

Instructor-led hands on training with all delegates using a computer.

## Course duration

One day

## Pre-requisites

This course is intended for those who have little or no experience of Microsoft Excel. Delegates should have basic experience of working with a mouse and the Windows environment.