

Foundation Course

Course Outline

Getting Started

- Launching MS Excel
- Creating a new workbook
- The Excel application window
- Opening, Saving & Closing a workbook

Entering and Editing data

- Entering data into a cell
- Editing cell content
- Entering a date and time
- Cancel editing
- Deleting cell content
Using Undo and Repeat

Repetitive Data

- Cut, Copy and Paste
- Paste Options
- AutoComplete & AutoFill
- Custom Lists

Managing your worksheet layout

- Selecting cells, columns, rows and ranges
- Navigating within a worksheet
- Adjusting the column width and row height
- Inserting or deleting cells, rows and columns

Formatting your worksheet

- Character formatting
- Applying borders and Shading
- Number formatting
- Text Alignment
- Using Format Painter

Formulae and Calculations

- Creating a formula
- Using operators to add, subtract, multiple and divide values
- Identify Relative & Absolute cell references
- Calculations with percentages
- AutoSum, MAX, MIN, AVERAGE and COUNT
- Using dates in a formula

Viewing & Printing your worksheet

- Worksheet Views
- Print Area & Selections
- Page Setup Options

Comments

- Insert and Edit
- View and Print

Is this the right level for you?

This course is suitable for delegates who are new to Excel or are self-taught and wish to ensure the foundation of their Excel knowledge is accurate and proficient. You must have a basic understanding of a MS Windows PC including keyboard and mouse familiarity.

What will you be able to do?

The aim of the course is to provide you with the skills to create and print a basic spreadsheet containing text, numbers and simple formulae and calculations. You will be able to enter and edit your data proficiently. You will be able to create formulae using traditional operators to add and multiple values, use percentages, calculate VAT and total a column or row of numbers. You will be able to apply formatting, such as borders, to your spreadsheet to ensure your data is easy to read on screen or when printed.

Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Booking Details

Email: training@firstpointconsultants.co.uk

Telephone: 01923 547420

Website: www.firstpointconsultants.co.uk

Duration

1 Day

Course Reference

FCP/Excel 2013/Foundation