

Foundation Level – The Essentials

Course Outline

Getting Started

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

Entering and editing data

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

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

Formulae and Calculations

- Creating a formula
- Using operators to add, subtract, multiple and divide values
- Understanding relative cell references
- Calculations with percentages
- Using AutoFill
- Adding a column/row of numbers with AutoSum
- Using dates in a formula

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 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.

Training Process

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

Booking Details

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Duration

3 hours tuition

Course Reference

FCP/Excel 2013/Foundation/HD01