

Excel Refresher Course

What do I need?

Learners should have a working knowledge of Excel or spreadsheets. Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders.

How long is the course?

1 Day

Who should attend?

This workshop is designed for people who are currently working in Excel that need to fill knowledge gaps in Excel to an Intermediate skill level, prior to attending an advanced course. It is also suited to learners who are transitioning from earlier versions of Excel.

Elements of the Excel Environment

- Identifying the User Interface Elements
- Identify the Ribbon Components
- Use Contextual Tabs
- Use Excel Galleries
- Customise the Excel Interface

Modify Worksheet Data

- Use AutoFill Effectively
- Move and Copy Data
- Insert and Delete Columns and Rows

Formatting a Worksheet

- Format Cells to Enhance a Spreadsheet

Basic Calculations

- Use Auto sum to Total lists of Values
- Basic Arithmetic Formulas

Printing Workbook Contents

- Adjust Page Setup Options
- Add Headers and Footers
- Print Preview and Print a Spreadsheet

Modifying a Workbook

- Insert and Rename Sheets
- Move and Delete Sheets

Enhancing Basic Formulas

- Use Logical Operators in Formulas
- Use Absolute Cell References in Formulas
- Insert Functions into Formulas
- Display Formulas on Screen and Edit Formulas

Managing Workbooks

- Hide and Unhide Columns and Rows
- Insert, Remove and Adjust Page Breaks
- Repeat Heading Rows at Top of each Page
- Freeze and Unfreeze Panes
- Use Windows and Tiles
- Create and use Named Ranges

Graphically Display Data

- Create a Chart
- Modify and Print a Chart