

# Excel Basics (full day)

## Level 1.0 beginners

### Course outline

**Excel Basics (full day)** is an ideal course for beginners or people who are inexperienced with Excel and who wish to learn correct spreadsheet techniques and useful skills. If you have never used Excel before, this course will help you become fluent and comfortable with the program. The skills covered in this course are sufficient for basic Excel use in the corporate environment.

### Course duration

**Full day (9am to 4pm)**

### Covered in this course

Subjects covered in this course include:

- Basic formulas and calculations
- Cell formatting (manual and automatic)
- Sorting and filtering data
- Cut, copy and paste
- Correct techniques of data layout
- Find and replace
- Working with cell comments
- Creating and working with charts
- Working with dates
- Adjusting column/row size
- Calculating proportions
- Working with Autofill
- SUM, AVERAGE, COUNT, MAX, MIN, etc.
- Splitting and freezing windows.

and much more including our T7 Tips and Tricks section.

### Is this course for me?

This course is ideal for people who want a solid understanding of working with Excel. By the end of this course, you will be productive with Excel even if you have never used the program before.

This program is also ideal for self-taught people who want to learn correct and time-saving techniques while using Microsoft Excel. Ideal for spreadsheets such as budgets, planning, etc.

### Session dates

Course dates, times and booking instructions are located at: [www.T7.net.au/Excel](http://www.T7.net.au/Excel)

### Further study

**Excel Intermediate** covers intermediate features and usage of Microsoft Excel.

# T7 Training Systems

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Why use Excel?

Starting Excel

The Office tabbed toolbar

Ribbon tabs

Automatic Ribbon resizing

The Quick Access toolbar

The File tab

Cells

What are cells for?

Ensure calculation values and text are not mixed in cells

Entering values into cells

Entering text into cells

Aborting entry into a cell with the cancel button

Accepting entry into a cell with the enter button

Inserting and deleting rows and columns

Deleting cell contents

Creating a new spreadsheet

Basic formulas

Basic operators

Referencing cells

*Why can't I just type the total in?*

*Why can't I type the numbers into the formula for the total?*

Opening spreadsheets

SUM function

Entering ranges with the mouse

Autosum suggest

Autosum insert

Summary

Highlighting cells

Common errors when highlighting cells

*Double-clicking and dragging instead of single-clicking and dragging*

*Clicking and dragging a selected cell border*

Tabbing

Undo

Redo

Zooming in and out

Formatting cells

Font

Size

Bold

Italics

Underline

Alignment

Merge and Centre

Currency style

Percentage style

Comma style

Increase/Decrease decimals displayed

Cell Styles (automatic cell formatting)

Manual border and colour formatting

Borders button

Cell colour button

Text colour button

Format painter

What does format painter 'paint'?

Format painting multiple cells

Locking the format painter on

Entering and formatting dates

When will Excel format an entry as a date?

When will Excel not recognise my entry as a date?

How can I change a date format in Excel?

How do I remove date formatting from a number?

Cut, Copy and Paste

Find and replace

Find next

Find all

Adjusting column/row size

Cell hashes (#####)

Manual adjustment

Automatic adjustment

Adjusting multiple columns simultaneously

Calculating proportions

What exactly is a proportion?

How do I calculate a proportion?

Formatting proportions into percentages

Closing spreadsheets

Finding averages using AVERAGE

Counting cells with COUNT

Finding highest value with MAX

Finding lowest value with MIN

Autofill

Repeating cell contents (values or text)

Repeating cell contents (formulas)

Continuing a numerical sequence

Repeating a text sequence

Continuing month name sequences

Continuing day name sequences

Continuing date sequences

Selecting multiple cells

Click and drag

Select between cells with Shift

Select non-consecutive selections with Ctrl

Entering into multiple cells

Creating a chart

Choosing a chart type

Column charts

*Clustered column charts*

*Stacked column charts*

*100% stacked column charts*

*3-D column*

*Other bar chart styles*

Line charts

*Line chart*

*Line with markers*

*3-D line*

Pie charts

*Standard pie chart*

*All pie chart data must use positive numbers*

Moving the chart

Resizing the chart

Swapping x and y axis

Common error results

Moving and copying cells by dragging

Removing gridlines

Splitting and freezing windows

Cell comments

Worksheets

Renaming worksheets

Inserting a new worksheet

Moving a worksheet

Copying a worksheet

Deleting a worksheet

Changing worksheet tab colours

Sorting lists

Auto-filtering lists

Spell checking

Printing

Default print area

Portrait/Landscape

Print preview

Print selection

T7 Training Systems Tips and Tricks for Microsoft Excel