

Excel Foundation (2003/2007)

Proposed course outline

Learn the foundation skills required to successfully use Microsoft Excel either to create your own spreadsheets or to edit those written by others.

Courses are tailored to individual requirements but topics which may be covered include:

Introduction to Excel:

- Parts of the screen
- Spreadsheet terminology
- Moving around the sheet

Entering Values and Text

- Entering, editing & deleting values and text
- Quick ways to repeat data
- Inserting & Deleting Rows and Columns
- Sizing Rows and Columns

Working with Formulas & Simple Functions

- Creating formulas
- Copying and moving formulas
- Using simple Functions (Sum, Average, Count)
- Mathematical order (BODMAS)
- Relative & Absolute Cell Addressing

Formatting

- Fonts
- Numbers
- Alignment
- Border & Fill
- Copying and deleting Formatting

Saving & Printing

- Save & Save As, File types
- Page setup
- Adjusting page sizes
- Printing selections