



Course Content
Excel Basic
Duration: 1 Day
Unit Standard 116937

Overview

MODULE 1

What is a Spreadsheet? Examples of Spreadsheets
Benefits of Using a Spreadsheet Applica- tion
Spreadsheet Applications available

MODULE 2

Start Microsoft Excel
Workbook Worksheet Working Area Cell Address Name Box Formula Bar
Moving the cursor around the Spread- sheet
Create a New Spreadsheet
Entering data
Using Help
Saving Spreadsheets Closing a Spreadsheet Exiting Excel
Open an existing spreadsheet

MODULE 3

Selecting Cells and Cell Ranges Select a Column or Columns Selecting a Row or Rows
Select multiple cells using the keyboard
Deselecting a selection
Moving or Copying Cells

Copying or Moving a Column Copying or Moving a Row Delete Data
Delete Cell(s)
Deleting Columns and Rows
Insert A Column ** Insert a Row ** AutoFill
Find and Replace

MODULE 4

Format Cells Number Alignment Font
Background Colour
Column Width
Row Height

MODULE 5

Dictionary Spelling AutoCorrect

MODULE 6

Cells Labels Data
Mathematical operators in Excel
BODMAS Addition / SUM Actual numbers Cell addresses
Worksheet function

MODULE 7

Print Preview Page Setup Gridlines Heading Row Print





Course Content
Excel Basic
Duration: 2 Days
Unit Standard 116937

Overview

MODULE 1

What is a Spreadsheet? Examples of Spreadsheets
Benefits of Using a Spreadsheet Applica- tion
Spreadsheet Applications available

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Start Microsoft Excel
Workbook Worksheet Working Area Cell Address Name Box Formula Bar
Moving the cursor around the Spread- sheet
Create a New Spreadsheet
Entering data
Using Help
Saving Spreadsheets Closing a Spreadsheet Exiting Excel
Open an existing spreadsheet

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END USER MODULE

Application Windows vs Dialog Box Switch between open Workbooks
Undo & Redo
Insert a Symbol Work with Data AutoComplete

Create your own AutoFill entry
Formulas and Functions
Extra AutoSum functionality
=Now, =Today & =Date Formulas
=IF Statement

Create a shortcut icon for Excel on the desktop
Show full Menus & Toolbars

Drop down Menus Create a New Toolbar Change an Existing Toolbar
Add icons to an existing toolbar

ASCII TABLE