

Microsoft Excel Introduction

SSA200 One Day; Instructor-led

Aims

Microsoft Excel provides the same style of easy to use menus as the rest of the products in the Microsoft range. This intensive course is designed to give an introduction to Excel. Entirely “hands-on” this course will provide those attending with a good basic understanding of how to create and manage spreadsheets.

Audience

New, recent or intending users of Excel who want to gain a good understanding of the product in a short space of time

Prerequisites

A working knowledge of PC's, Windows and a mouse is assumed.

Course Outline

Please click below for a detailed outline for each Word version

[Excel 2000 Introduction](#)

[Excel XP Introduction](#)

[Excel 2003 Introduction](#)

[Excel 2007 Introduction](#)

Course Outline: Excel Introduction 2000

- Introduction to Excel
- Overview of Excel Screen
- Moving around within Excel
- Selecting Cells / Rows / Columns
- Entering / Editing / Deleting Data
- Open / Close / Save Workbooks
- Basic Formulas
- Copying Formulas
- Using AutoSum
- Basic Functions
- Formatting Text / Numbers
- Print / Print Preview
- Page Setup
- Relative / Absolute Cell References
- Insert/Delete Rows & Columns
- Move & Copy Data
- AutoFill / Custom Lists
- Spell Check
- Review & Close

Course Outline: Excel Introduction XP

- Overview of New Features
- Introduction to Excel
- Overview of Excel Screen
- Moving around within Excel
- Selecting Cells / Rows / Columns
- Entering / Editing / Deleting Data
- Open / Close / Save Workbooks
- Basic Formulas
- Copying Formulas
- Using AutoSum
- Basic Functions
- Formatting Text / Numbers
- Print / Print Preview
- Page Setup
- Relative / Absolute Cell References
- Insert/Delete Rows & Columns
- Move & Copy Data
- AutoFill / Custom Lists
- Spell Check
- Review & Close

Course Outline: Excel Introduction 2003

- Introduction to Excel
- Overview of Excel Screen
- Moving around within Excel
- Selecting Cells / Rows / Columns
- Creating a New Workbook
- Entering / Editing / Deleting Data
- Open / Close / Save Workbooks
- Basic Formulas
- Copying and Editing Formulas
- Using AutoSum
- Basic Functions
- Formatting Text / Numbers
- Relative / Absolute Cell References
- Insert/Delete Rows & Columns
- Move & Copy Data
- AutoFill / Custom Lists
- Spell Check
- Page Setup
- Print / Print Preview
- Review & Close

Course Outline: Excel Introduction 2007

- Overview of New Features
- Ribbons
- Live Preview
- Quick Access Toolbar
- Microsoft Office Button
- Introduction to Excel
- Overview of Excel Screen
- Moving around within Excel
- Selecting Cells / Rows / Columns
- Creating a New Workbook
- Entering / Editing / Deleting Data
- Open / Close / Save Workbooks
- Saving Presentations
- File Conversion/Version Compatibility
- Basic Formulas
- Copying and Editing Formulas
- Using AutoSum
- Basic Functions
- Formatting Text / Numbers
- Cell Styles
- Relative / Absolute Cell References
- Insert/Delete Rows & Columns
- Move & Copy Data
- AutoFill / Custom Lists
- Spell Check
- Page Setup
- Print / Print Preview
- Review & Close