

Excel 365 for New Users



A one day course for people new to Microsoft Excel

Prerequisites

This course assumes the students to have basic computer skills

Chapter 1 - Basic Workbook Skills

- Navigating Cells
- Scrolling using the Mouse
- Using the Go To Dialog Box
- Using Ranges
- Selecting Ranges with the Mouse
- Select Ranges with the Keyboard
- Using Mouse and Keyboard Combinations
- Select Cells and Ranges with the Name Box
- Right Click to access Shortcut Menus

Chapter 2 - Entering Data

- Entering Text into Cells
- Entering Numbers into Cells
- Entering into Ranges
- Entering Dates in Cells
- Saving a Workbook
- Closing a Workbook
- Autocomplete and Pick From Drop-down List
- Editing Entries

Chapter 3 - Creating Simple Formulae

- Using the AutoFill Feature
- Flash Fill
- Calculations
- Using the AutoSum Button
- Using the AutoFill Handle for Calculations
- Using the AutoSum List
- Checking Errors

Chapter 4 - Copying and Moving Data

- Cut, Copy, Paste and Undo
- By the Home Tab
- By Keyboard Shortcuts
- By Right Clicking
- The Clipboard Task Pane
- Pasting to Other Applications
- Using Paste Special
- Relative vs Absolute References

Chapter 5 - Working with Columns and Rows

- Selecting Columns and Rows
- Changing the Width of Columns
- Changing the Height of Rows
- Hiding and Unhiding Columns and Rows
- Inserting Columns and Rows

Chapter 6 - Printing

- Print Preview
- Printing
- Print the Selected Range
- Other Print Options

Chapter 7 - Using the Page Setup Options

- Changing the Page Orientation
- Scaling a Worksheet
- Setting Margin and Centring Options
- Headers and Footers
- Repeating Row and Column Labels
- Page Break Preview

Chapter 8 - Format Using the Home Tab

- The Home Tab
- Fonts
- Font Size
- Bold, Italic and Underline
- Alignment Options
- Merge And Center
- Center Across Selection
- The Accounting vs Currency Formats
- The Percent Style
- The Comma Style
- Increasing and Decreasing Decimal Places
- Increasing and Decreasing Indents
- Borders
- Fill Colour
- Font Colour

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Chapter 9 - The Format Cells Dialog Box

Home Tab vs Dialog Box
Rotating Text
Wrapping Text
Vertical Cell Alignment
Format Painter
Clear Formats

Chapter 10 - Conditional Format and Custom Format

Create a Conditional Format
Modifying Conditional Formats
Adding Further Conditional Formats
Delete Conditional Formatting
Custom Number Format
Custom Date Format
Suppressing Zeros in Large Numbers