TCS Training

Microsoft Excel Introduction

Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

Aim: The aim of this course is to provide a new user or user with little experience of Microsoft Excel the confidence to use formulae, common

Course Objectives	Explanation / Example
➜ **Tour the Excel application**	Identify ribbons on/off, quick access toolbar, zoom, cells etc.
➜ **Create, open and save workbook**	Create and save workbooks in the filing system, open existing workbooks.
➜ **Use keyboard and mouse shortcuts**	Learn quick methods to highlight and move around the spreadsheets
➜ **Enter and edit data**	Methods to enter information into cells and then make changes to it
➜ **Use Autofil for text, numbers and dates**	Fantastic shortcuts to enter dates, date patterns, numbers, number patterns and text
➜ **Copy and move data**	Move data from one cell to another and copy from one cell to another – quick methods
➜ **Format text and numbers**	Change the look of the data e.g. change font, size, colour, apply currency format, dec. places
➜ **Format rows and columns**	Change the look of the cells e.g. cell colours, merge cells, alignment
➜ **Insert rows and columns**	Insert a row columns into cells with existing data
➜ **Insert headers and footers**	Insert information at the top and bottom of all pages e.g. date, page numbers
➜ **Print Preview & Change the page setup**	Ensure information prints in a presentable format Adjust where the information prints from edge of the page and the layout of the page
➜ **Save to PDF**	Save information as an PDF (portable document format)
➜ **Create basic formulas**	Adding, subtracting, multiplying and dividing numbers
➜ **Perform percentage calculations**	Understand the formulae to work out percentage calculations
➜ **Sort and filter Data**	Display data into alphabetical or numerical order within a column
➜ **Use functions SUM, MIN, MAX, AVERAGE, COUNT**	Creating calculations that will sum, average, count, find highest or lowest numbers in a column
➜ **Understand and use absolute cell references**	Fix part of a calculation formula so that it doesn't change when copied to other cells
➜ **Create Charts and Graphs**	Create a graphical representation of the numbers to compare values or show trends