

INTRODUCTORY MICROSOFT EXCEL

1 Getting Started with MS Excel

- a. Menus and toolbars
- b. Creating a Workbook
- c. Naming a worksheet
- d. Adding worksheets
- e. Moving worksheets
- f. Saving a Workbook
- g. Open an existing Workbook

2 Entering Data

- a. How many cells are there?
- b. Selecting cells
 - i. Contiguous cells
 - ii. Non contiguous cells
- c. Formatting data
- d. Editing data
- e. Deleting data
- f. Confirming data

3 Cell Referencing

- a. What is a cell reference?
- b. Using cell references

4 AutoFill, fill down, across etc

5 Copying and Moving Data

- a. Copy, cut and paste
- b. Using drag and drop
- c. Moving and copying between sheets

6 Formulae

- a. Creating simple formulae
- b. Entering formulae
- c. Using simple functions
- d. Using AutoSum

7 Formatting Numbers

- a. Currency
- b. General
- c. Percentage

8 Printing

- a. Views
- b. Setting the Print area
- c. Page Setup
 - i. Headers and Footers
 - ii. Margins
 - iii. Sheet

9 Cell Naming

- a. Naming cells
- b. Naming ranges
- c. Switching cell references

10 Formulae

- a. Building more complex formulae
- b. Using Functions
- c. Using named cells
- d. Adding comments to cells

11 Charts

- a. Creating a chart
- b. Modifying a chart
 - i. Modifying data
 - ii. Modifying colour
 - iii. Modifying the chart type
 - iv. Modifying grids and lines
- c. Printing a chart

12 Custom Lists

- a. Using standard custom lists
- b. Creating your own custom lists
- c. Using your custom lists

13 Linking

- a. Linking worksheets
- b. Linking workbooks
- c. Using Paste Special



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