Microsoft Excel
BEGINNER - Getting Started with Excel

ExcelDimensions.com.au

Course Overview
This Excel course is perfect for any beginner and covers the basics of using Microsoft Excel. It's designed to get you up and running quickly, covering a solid grounding in the basics as well as tips and tricks to slash the time it'll take you to perform Excel tasks.

Course duration, delivery method and cost-free customisation
Full course duration is 1 day, but can be modified for delivery in shorter blocks. Additionally, this course can be customised at no additional cost to include topics from our other courses. While designed to be delivered on-site at your premises to individuals or groups, this course is also available through live facilitator-led remote-access on-line learning to individuals or groups.

Learning outcomes
- Learn the tips and tricks necessary to navigate your spreadsheet with lightning speed, and to perform repetitive formatting tasks instantly
- Understand how to build a range of formulas correctly and learn the concepts that will allow you to move to the next level of Excel quickly
- You'll build on cutting time spent on basic formulas even more by learning how to link formulas with other spreadsheets and files
- You'll learn to use Auto Fill tools that will slash the time you'll need to spend on repetitive data entry, whether it's text or numeric values
- Learn to reduce the time you'll need to spend manipulating Excel databases not just through using filtering and sorting tools, but also with the power of wildcard searches

The Basics
- How large is an Excel worksheet?
- Text, numbers/dates and formulas
- Zooming in and out quickly
- Editing and clearing cells
- Setting column widths
- Inserting and deleting columns
- Adding, deleting and renaming sheets
- Moving and copying sheets
- Copying sheets across files
- Viewing multiple sheets concurrently

Working With Ranges
- Selecting ranges with the mouse
- Selecting ranges with the keyboard
- Navigation and selection shortcuts
- Copying and moving data
- Copying with the clipboard

Filling Data, Flash Fill and Custom Lists
- Using Auto Fill and Auto Fill Options
- Using Flash Fill
- Creating a Custom Fill list

Formatting Basics
- Methods of formatting
- Number and date formatting
- Changing cell orientation
- Centering cell contents
- Merging cells
- Using the Format Painter
- Clearing formats using the Format Painter
- Using the [F4] key to repeat formats

Basic Calculations
- Addition calculations
- Subtraction, multiplication and division calculations
- BODMAS within calculations
- Percentage calculations
- Function-based calculations
- SUM - Using AutoSum to sum ranges
- SUM - Summing non-contiguous ranges
- SUM - using the Insert Function (fx) tool
- AVERAGE, MAX, MIN, COUNT and COUNTA functions
- Creating absolute references (A1)

Calculating Across Sheets and Files
- Adding across sheets by linking
- Using SUM across sheets by linking
- Linking formulas to sheets in different Excel files
- Updating broken links between files

Sorting and Filtering Data
- Understanding Excel databases
- Sorting by single and multiple columns
- Filtering using the check box
- Clearing the Filter
- Using custom AutoFilter for numeric, date and wildcard searches

Conditional Formatting Basics
- Conditional Formatting using numeric values
- Clearing rules
- Using Top/Bottom rules
- Using Data Bars, Icon Sets and Sparklines

Charting Basics
- Creating a chart in-sheet
- Resizing and repositioning charts
- Chart ribbon tabs
- Changing the chart type
- Changing the chart location
- Charting non-contiguous ranges
- Creating a pie chart
- Printing charts
- Problems in creating charts

Page Setup and Printing
- The 3 screen views
- Using margins
- Changing margins by dragging
- Changing page orientation
- Printing a selected range
- Clearing a selected print range
- Inserting page breaks
- Removing page breaks
- Repeating print titles
- Clearing repeating print titles
- Printing gridlines
- Printing row numbers and column letters
- Scaling pages
- Printing active sheets, ranges and workbooks
- Printing headers and footers