



# Microsoft Excel 1 day Introduction Course

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## Aim of the course:

To provide new users with an overview of basic spreadsheet creation together with cell formatting options and the use of formula

## Topics Covered

### Getting started

Exploring the Excel Screen Using the Office Assistant and Online Help  
Opening, saving and closing workbooks

### Entering Data

Entering and editing text/numerical data  
Cut, Copy and Paste  
Using the Fill Handle  
Working with ranges

### Columns & Rows

Selecting rows & columns  
Inserting and deleting  
Hiding and Unhiding

### Working with Formula

Using Cell references  
Using AutoSum  
Using Basic Functions (Sum, Count, Max, Min & Average)  
Absolute Cell References

### Editing and Formatting Cells

Using the Formatting toolbar  
Using the Format/Cells option  
Format Painter

### Preparing for Printing

Using Print preview  
Adding Headers and Footers  
Page Set up Options

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Keyboard and Windows experience is strongly recommended for students attending this course.