

Refine-IT

Course Outline - Introduction to MS Excel 2000

Overview and Goals - to be able to be familiar and comfortable with using the basic features of an excel spreadsheet

Objectives – to understand basic formulae, select rows and columns and work with a range of cells.

Who Should Attend – anyone who has a need to work with figures and has experience of using MS windows and a mouse

Getting Started

- Starting Excel
- Identifying the different parts
- Creating a new workbook
- Saving a workbook
- Closing a workbook
- Previewing a worksheet
- Copying a worksheet
- Moving worksheet
- Customising the display

Working with Data

- Entering data
- Enabling the Auto complete feature
- Reversing the last action with undo
- Entering formula in a specified cell
- Using Autosum
- Understanding formulae
- Entering a formula
- Understanding cell referencing
- Selecting rows and columns
- Printing a worksheet
- Printing a range of cells
- Clearing the cell contents

Formatting Worksheets

- Inserting rows and columns
- Deleting rows and columns
- Changing the row height
- Changing the column width
- Aligning text in a cell
- Manipulating the appearance of a cell
- Formatting numerical data
- Using the List Auto fill feature
- Formatting a range of cells
- Rotating text in a cell
- Changing the cell appearance
- Formatting a range of cells
- Sorting by a single column
- Sorting data by three columns

If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk



Many more courses are available including MS Word, PowerPoint, Internet, Access, Project, Outlook, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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