



EXCEL NEW USERS (BASICS)

SKILL LEVEL : BASICS
DURATION : 1 FULL DAY

Mobile MOUSE
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COURSE OVERVIEW

This course will introduce attendees that are new (or relatively new) to Excel, to all of the fundamentals of the program. Users will also learn how to build a spreadsheet from scratch including the creation and alteration of formulas. Users will then learn how to format a spreadsheet using the applications various formatting features.. Attendees will also be shown how to setup and manage Excels' various printing and page setup options.

WHO SHOULD ATTEND THIS COURSE

Users who are relatively new to Microsoft Excel and also have limited or no experience in building a spreadsheet from scratch.

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: Onsite (your premises) or In-house (our premises)



MINIMUM ATTENDANCE REQUIREMENTS

- Please note that this course is not intended for brand new users to computing.
- Attendees should already have fundamental keyboard and mouse skills.

COURSE CONTENT AND OUTLINE

PART 1 - WORKSHEET AND WORKBOOK BASICS

- The Excel Interface
- Workbook and Worksheet Views
- Building a spreadsheet from scratch
- Inserting / Deleting / Renaming Sheets
 - Cells & Data
 - Highlight cells, rows, columns
 - Insert / Delete / Hide columns and rows
 - Cut, Copy & Paste
 - Entering & Editing Cell Data
 - Using the AutoFiller
- Formula Fundamentals
 - Multiplication, Division, Addition, Subtraction
 - AutoSUM
- Checking Spelling and other Proofing options
- Find & Replace (Data and Formatting)
- Comments

PART 2 - FORMATTING

- Formatting Worksheets (Row, Cell & Column formats)
- Numeric formats
- Aligning, Rotating, Merging, Indents, Text Wrapping
- Borders & Colours
- Column Widths and Row Heights and AutoFit

PART 3 - MANAGE WORKSHEETS & WORKBOOKS

- Freeze Panes, Split Panes, Workbook Views
- Previewing, Printing & Altering Page Setups
 - Page Setup Configuration
 - Headers & Footers
 - Sheet and Print settings
 - Page Breaks
- Export workbooks (e.g. PDF, CSV, Other Formats)
- Sharing & Converting workbooks (with backstage)
- Filtering
- Sorting
- File Management

PART 4 - GRAPHICS

- Inserting Objects and Graphics
- Manipulating and Formatting Graphics

Microsoft
Office Specialist
Authorized Testing Center

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AUTHORIZED TESTING CENTER



EXCEL NEW USERS (BASICS)

What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support