

Venue: Onsite (your premises) or Inhouse (our premises)  
Duration: 1 Full Day (9am - 4pm)

## Part One - Worksheet & Workbook Basics

- The Excel Layout
- Cells & Data
  - Highlight, Insert & Delete cells, rows, columns
  - Cut, copy & paste
- Entering & Editing Cell Data
- Using the Autofiller
  - Create custom fill patterns
  - Use date fill patterns
- Entering formulas
  - SUM / AVERAGE / MAX / MIN / COUNT functions
  - Percentage formulae
  - Absolute and Relative References
- Checking Spelling
- Using Find & Replace
- Filtering lists
- Modifying Toolbars (Excel 2003)
- Modifying the Quick Access Toolbar (Excel 2007)

## Part Two - Formatting & Printing Worksheets

- Formatting Worksheets (Row, Cell & Column formats)
  - Number formats
  - Aligning, Rotating, Merging, Indents, Text Wrapping
  - Applying borders & colours
  - Adjusting column width & row heights
- Applying AutoFormats & Styles
- Previewing, Printing & Altering Page Setups
  - Setting page options
  - Setting margins in the page setup dialog box
  - Setting headers & footers
  - Changing sheet settings
  - Page Break Preview
  - Inserting and removing page breaks
  - Changing print settings



## Part Three - Enhancing & Revising Workbooks

- Modifying Workbooks
  - Inserting and Deleting worksheets
  - Modifying worksheet names
  - Moving & copying worksheets
- More Complex Formulas
  - Linking Worksheets and Workbooks
  - Using 3D Reference functions (for Summary Sheets)
  - Using the IF function

## Part Four - Charts & Graphics

- Charts
  - Pie / Column / Bar / Line charts
  - Scaling & printing chart objects
  - Modifying charts
  - Editing & formatting charts
- Working with Graphics

## Part Five - Workgroup Collaboration

- Web Publishing in Excel
- Creating and Editing hyperlinks
- Using Comments

### What We Provide at your Venue

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
- Downloadable practice files
- FREE online support

## CONTACT MOBILE MOUSE NOW

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## WHO SHOULD ATTEND THIS COURSE?

Users who want to improve or sharpen their existing basic or intermediate skills in Excel. Much emphasis is also placed on the quickest and easiest ways to accomplish activities in Excel.

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