

Introduction To Excel

You will discover plenty of productivity tips as we walk you step-by-step through Excel fundamentals – and show you how to:

- Create worksheets and enter data
- Use formulas and functions
- Make your spreadsheets look terrific
- Organize multiple worksheets
- Work with lists and databases

WORKSHOP LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | WORKSHOP ID: 39 |

Courseware Outline

INTRODUCTION

- The excel window
- Enter data in the worksheet
- Move around the worksheet
- Spreadsheet terminology

DATA ENTRY

- Edit cells
- Copy and move data
- Manipulate rows and columns

MANAGE WORKSHEETS

- Create, copy and move worksheets
- Managing worksheets across workbooks

FORMULAS & FUNCTIONS

- Create simple formulas
- Use common functions
- Use absolute & relative addresses
- Understand formula operator and symbols

FORMATTING

- Format a worksheet
- Format cells
- Autoformat
- Use the format painter

CUSTOMIZE EXCEL

- Modify toolbars
- Customize the excel window

LAYOUT AND PRINT

- Preview the worksheet
- Customize the printout
- Print the worksheet

SELECT & NAVIGATE

- Navigate with speed keys
- Select with Goto Special

CUSTOM CELL FORMATS

- Use custom formats
- Change the row height
- Align the cell contents

TOOLS

- Fill data
- Special format tools
- Clear cell contents and formats

SORTING AND FILTERING

- Understand database concepts and terminology
- Sort, find and filter data
- Outline and summarize data

Basic Skills Checklist

No previous knowledge of Excel is required. Before attending this workshop, you should be able to size and move windows, access menus and make menu choices, manage documents, use cut and paste, and find documents in Windows.

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Toll Free 1800-654-3251

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