

Course Aims & Objectives

Microsoft Excel is by far the most popular spreadsheet application in use today. Its uses span all sectors within business, industry or academia. At the end of the course participants will have a solid knowledge of how to set-up and manipulate data within Excel. This introduction level is important for anyone who wishes to go on to Intermediate and Advanced level at a later time.

Who Should Attend?

Participants on this course should have some familiarity with using a PC, mouse and keyboard. The class is designed for those who have little or no knowledge of Excel or who have only been working on inputting data into a standard Excel spreadsheet.

Course Outline

The course content will include the items listed below.

Items not listed here are not covered on this course and are covered at a higher level.

- A first look at the Excel environment.
- Understanding the difference between a spreadsheet and a database within Excel.
- Entering data into Excel.
- Manipulating Rows and Columns of data.
- Changing data, copying or moving data within a spreadsheet or between spreadsheets.
- Formatting a spreadsheet, including text formatting, cell formatting, borders, alignment and font.
- Creating basic formulas using mathematical symbols.
- Understanding and using the AutoSUM functions.
- Understanding the difference between Relative and Absolute cell referencing.
- Page layout and preparing data for printing.
- Creating Headers and Footers within Excel.
- Freezing rows and columns.
- Creating basic charts from data.
- Saving a spreadsheet in various formats.
- Creating Pie, Column, Line, and Mixed charts.
- Quick sorting in ascending and descending order.
- Multilevel sorting by more than one field.
- Retrieving records using autofilter, custom and advanced filters.

*Notes and exercise files are available online at
www.dti.ie*

*The notes will cover Excel Level 1 - Introduction.
Ongoing email support is offered.*