

COURSE CONTENT

- ❖ **Introduction**
 - What is a Spreadsheet
- ❖ **The Screen Layout**
 - The Title bar
 - The Office button
 - The Ribbon, Minimising the ribbon
 - Command tabs, Contextual tabs
 - Groups
 - The Quick Access toolbar
 - Customising the Quick Access toolbar
 - The Name box
 - The Formula bar
 - Scroll bars
 - Status Bar
 - Worksheet tabs
- ❖ **Keyboard shortcuts**
- ❖ **Adjusting the screen space**
- ❖ **Getting help in Excel**
- ❖ **Creating a new workbook**
- ❖ **Entering data**
 - Entering text
 - Displaying multiple lines of text in a cell
 - Entering numbers
 - Changing the number format
 - Entering dates and time
 - Changing the date and time format
- ❖ **Changing column widths and row heights**
- ❖ **Working with Worksheets**
 - Naming worksheets
 - Moving a worksheet
 - Copying a worksheet
 - Adding extra sheets to a workbook
 - Deleting a worksheet
 - Moving between sheets in a workbook
 - Displaying more or fewer sheet tabs
- ❖ **Saving a workbook**
 - Saving a workbook with a different name or format
- ❖ **Closing a workbook**
- ❖ **Selecting (*highlighting*) Cells, Ranges, Columns, Rows and Worksheets**
- ❖ **Formatting**
 - Formatting fonts
 - Adding Attributes
 - The Mini toolbar
 - Adding and formatting borders and shading
 - Changing alignment
 - Merging and splitting cells
 - Rotating data in a cell
 - Copying and pasting formats

LEVELS 2, 3 & 4

Unit Standards 116937, 116940, 116943

SPREADSHEET APPLICATION

Microsoft Excel is a spreadsheet programme used extensively in business for budgets, wage

- ❖ **Opening a workbook**
- ❖ **Moving between open workbooks**
- ❖ **Navigation keys**
- ❖ **Editing data**
 - Deleting data
 - The Undo and Redo buttons
- ❖ **Finding and replacing data**
- ❖ **Checking spelling**
- ❖ **The AutoFill feature**
 - Filling text, numbers, dates, time and months
 - Incrementing numbers
- ❖ **Displaying the clipboard**
 - Copying and pasting data
 - Moving data
- ❖ **Inserting and deleting columns and rows**
- ❖ **Hiding and unhiding columns and rows**

2 Day Course

The Microsoft Excel Basic/Intermediate course includes all training material, lunch, teas/coffees and certificate.

Who should attend?

- Financial Managers
- Account Managers
- Account Clerks
- Data Analysts
- Financial Assistants
- Bookkeepers
- Personal Assistants

Pre-requisite

Should have previous Windows experience and/or attended a Windows / Vista Operating System course.

COURSE CONTENT CONTINUED

- ❖ **Page Setup**
 - Changing page orientation and size
 - Changing margins
 - Centre a worksheet on a page
 - Adding headers and footers
 - Repeating row or column labels on every page (Print titles)
 - Inserting or removing page breaks
- ❖ **Previewing worksheets**
- ❖ **Printing workbooks and worksheets**
 - Setting print ranges
 - Scaling the printout to a fixed number of pages
- ❖ **Formulas**
 - Creating arithmetic formulas
 - Using references
 - Calculating using the AutoSum Icon
 - Copying formulas
 - Calculating percentages
 - Creating an Absolute reference
- ❖ **Auditing formulas**
 - Using the Auditing toolbar
 - Trace cell precedents
 - Trace cell dependents
 - Locate errors
- ❖ **Creating Multiple Sum formulas**
 - Creating Grand totals
- ❖ **Using Built-in Functions**
 - Using the Formula AutComplete feature
 - Average
 - Count
 - CountA
 - Max
 - Min
 - Round
- ❖ **Grouping Worksheets**
 - Referencing between Worksheets (Consolidating worksheets)
- ❖ **Freezing and splitting**
 - Viewing two parts of worksheet at the same time (Splitting panes)
 - Removing a split
 - Freezing column and row labels
 - Unfreezing panes
- ❖ **Sorting a spreadsheet**
 - Multilevel sorting
 - Sorting months and weekdays
- ❖ **Templates**
 - Creating a template
 - Saving a template
 - Opening a template
- ❖ **Creating Charts**
 - Changing a chart's layout or style
 - Adding data labels
 - Legend placement
 - Modifying a chart
 - Changing the chart type
 - Copying a chart
 - Resizing a chart
 - Printing a chart
- ❖ **Inserting Pictures into a worksheet**
 - Inserting from a file
 - Inserting from the Clip Gallery
 - Picture styles
 - Changing a pictures shape
 - Adding effects to pictures
 - Resizing a picture
- ❖ **Using SmartArt**
 - Inserting diagrams
 - Resizing a diagram
- ❖ **Inserting an Organization chart**
- ❖ **Inserting shapes into a worksheet**
 - Typing in a shape
 - Formatting shapes
 - Resizing a shape
 - Editing shapes
 - Rotating shapes

Bookings

Contact Adrian Jonck on (011) 679 1193 or email: adrian@konitek.co.za to enquire about availability and dates