COLLEGE AFRICA GROUP

MICT SETA accredited ACC/2011/07/066 Est. October 2003

College Africa Group - Excel Basic Table of Contents

This course covers the fundamental features of Excel as well as exposing the delegate to some of the functions in Excel. This is an intense one-day course which will provide the delegate with sufficient Excel skills to create basic spread sheets and formulae. This course will prepare the delegate for more advanced courses. The delegate receives an electronic manual and an attendance certificate.

Excel Basics
- Navigating Within a Worksheet
- Workbook Views
- Working With Excel
- Working With the Office Clipboard

Entering Information Into Excel
- Entering Information
- Autocomplete and Auto Fill
- Pick From Drop-Down List
- Auto Fill Options
- Save As New Name/Workbook
- Editing And Deleting Data
- Working With Blocks
- Adjusting Column Width
- Adjusting Row Height

Formulas and Functions
- The Sum Function
- The AutoSum Feature
- Working With Common Functions
- Accessing Other Functions
- Working With Insert (Built-In) Functions
- Creating a Custom Formula

Printing
- Spell Checking the Worksheet
- Modifying the Page Setup
- Changing the Print Area

- Setting/Removing Page Breaks
- Scaling the Document
- Sheet Options
- Accessing the Page Setup Dialog Box
- Customising Headers/Footers
- Printing Your Worksheet

Formatting Cells
- Changing Fonts & Point Size
- Cell Borders and Colours
- Aligning Cell Data
- Rotating Text
- Wrapping Text Within a Cell
- Formatting Numbers
- Inserting and Deleting a Row/Column
- Using Cell Styles
- Using the Format Painter

Charts
- Creating a Chart
- Moving the Chart
- Selecting Chart Objects
- Editing the Chart
- Printing the Chart
- Applying Text Attributes to Chart Objects
- Changing the Font of Chart Objects
- Applying Numeric Formats to Chart Objects

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