



Course Outline Microsoft Excel Business Essentials

This course aims to give the new spreadsheet and daily user a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

At the completion of this course you should be able to:

- navigate your way around Microsoft Excel
- create and work with a new workbook
- open and navigate within workbooks and worksheets
- make changes to data in a workbook
- understand and work with ranges in a worksheet
- copy and paste data in Excel
- use the fill operations available to fill a data series
- move the contents of cells and ranges within and between workbooks
- understand, create and work with formulas and functions
- understand and use formula cell referencing
- use font formatting techniques
- align the contents of cells in a number of ways
- understand and use the number formatting features in Excel
- format rows and columns in a worksheet
- work with elements that make up the structure of a worksheet
- print your workbook data
- create effective charts in Microsoft Excel
- obtain help for Excel whenever you need it
- understand points to consider to avoid problems in your worksheets

This course assumes little or no knowledge of spreadsheets or Microsoft Excel. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

Contents

Getting to Know Excel

- Starting Excel From the Desktop
- Understanding the Excel Start Screen
- The Excel Workbook Screen
- How Excel Works
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Exiting Safely From Excel

Creating a New Workbook

- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas

C	D	E	F
	1.4.16	Text	
	01/04/2016	Date	
	01-Apr	Number (date)	
	42461.00	Number	

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Easy Formulas

Saving a New Workbook on Your Computer

Checking the Spelling

Making Basic Changes

Safely Closing a Workbook

Working With Workbooks

Opening an Existing Workbook

Navigating a Workbook

Navigating Using the Keyboard

Using Go To

Recent Files and Folders

Editing in a Workbook

Understanding Data Editing

Overwriting Cell Contents

Editing Longer Cells

Editing Formulas

Clearing Cells

Deleting Data

Using Undo and Redo

Selecting Ranges

Understanding Cells and Ranges

Selecting Contiguous Ranges

Selecting Non Contiguous Ranges

Selecting Larger Ranges

Selecting Rows

Selecting Columns

Copying Data

Understanding Copying in Excel

Using Fill for Quick Copying

Copying From One Cell to Another

Copying From One Cell to a Range

Copying From One Range to Another

Filling Data

Understanding Filling

Filling a Series

Filling a Growth Series

Extracting With Flash Fill

Moving Data

Understanding Moving in Excel

Moving Cells and Ranges

Moving by Dragging

Formulas and Functions

Understanding Formulas

Creating Formulas That Add

Creating Formulas That Subtract

Formulas That Multiply and Divide

Understanding Functions

Using the SUM Function to Add

Summing Non-Contiguous Ranges

Calculating an Average

Finding a Maximum Value

Finding a Minimum Value

Creating More Complex Formulas

What if Formulas

Common Error Messages

No	Month	Salesperson	Make	Model	Type	Colour	Year	Age
1	31-Jan	Mary O'Dwyer	Toyota	Corolla	Sedan	Red	1988	28
2	31-Jan	Justin Callaghan	BMW	3 Series	Sedan	Silver	2003	13
3	31-Jan	Hector Smith	Toyota	Celica	Coupe	Yellow	2001	15
4	31-Jan	Mary O'Dwyer	Ford	Explorer	SUV	Silver	2002	14
5	31-Jan	Mary O'Dwyer	Hyundai	Elantra	Sedan	White	2001	15
6	31-Jan	Justin Callaghan	Ford	Fiesta	Sedan	Green	2000	16
7	31-Jan	Hector Smith	BMW	23	Coupe	Silver	2000	16
8	31-Jan	Hector Smith	Toyota	Corolla	Sedan	White	1999	17
9	31-Jan	Mary O'Dwyer	Toyota	Activa	Wagon	Yellow	2001	15



	B	C	D	E	F
	Overheads	Cost	Discount 1	Discount 2	Discount 3
			10%	20%	30%
		£50.10	=B\$3+(C4*D\$3)		
		£90.45			
		£16.20			
		£22.55			
		£16.29			

Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing and Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using the Format Painter

Cell Alignment

- Understanding Cell Alignment
- Horizontal Cell Alignment
- Vertical Cell Alignment
- Indenting Cells

Number Formatting

- Understanding Number Formatting
- Applying General Formatting
- Formatting for Money
- Formatting Percentages
- Formatting as Fractions
- Formatting as Dates
- Using the Thousands Separator
- Increasing and Decreasing Decimals

Row and Column Formatting

- Approximating Column Widths
- Setting Precise Columns Widths
- Setting the Default Column Width
- Approximating Row Height
- Setting Precise Row Heights




Working With a Worksheet

- Understanding Worksheets
- Changing the Worksheet View
- Worksheet Zooming
- Viewing the Formula Bar
- Viewing Worksheet Gridlines
- Inserting Cells Into a Worksheet
- Deleting Cells From a Worksheet
- Inserting Columns Into a Worksheet
- Inserting Rows Into a Worksheet
- Deleting Rows and Columns
- Working With Multiple Worksheets
- Worksheet Wisdom


Printing

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Range
- Printing an Entire Workbook
- Specifying the Number of Copies
- The Print Options

Print









 **Print**

Copies:

 Ready

[Printer Properties](#)

Settings

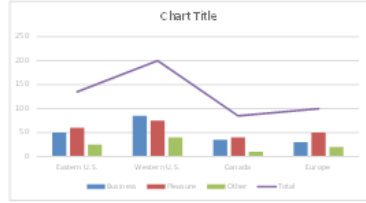
-  **Print Active Sheets**
Only print the active she...
- Pages: to
-  **Print on Both Sides**
Flip pages on long edge
-  **Collated**
1,2,3 1,2,3 1,2,3
-  **Custom Staple Setting**
-  **Portrait Orientation**
-  **Letter**
21.59 cm x 27.94 cm
-  **Custom Margins**
-  **No Scaling**
Print sheets at their actu...

[Page Setup](#)

North Shore Travel - Northern Division
Travel Purpose Survey Results

Purpose	Eastern U.S.	Western U.S.	Canada	Europe
Business	50	85	35	30
Pleasure	60	75	40	50
Other	25	40	10	20
Total	135	200	85	100

Chart Title



The chart displays survey results for four regions: Eastern U.S., Western U.S., Canada, and Europe. For each region, three bars represent Business (blue), Pleasure (red), and Other (green) purposes. A purple line represents the Total for each region. The Y-axis ranges from 0 to 25.0.

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