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## Half-Day Training [09:30 to 12:45] - Course Outline

### Exploring Excel

- Finding and Opening Excel
- Templates in Excel
- Creating a new workbook
- Navigating the ribbon (*how the "Tabs" work, dialogue boxes, quick access toolbar etc*)
- Features of a sheet (*understanding rows, columns, structure, gridlines etc*)
- Inputting text and numbers into a spreadsheet

### Formatting data and cells (*improvements to the appearance of a spreadsheet and its consistency*)

- Formatting numbers and text
- Colouring data and cells
- Wrapping, shrinking & merging cells & using indents
- The format painter & cell styles / applying borders

### Basic Workbook Skills

- Selecting cells & ranges
- Working with rows & columns (*inserting & deleting / changing width & height etc*)
- Working with sheets (*adding & deleting worksheets / re-naming / moving*)

### Copying and Moving Data

- Copy & paste
- Cut & paste
- Drag & drop
- Undo & redo
- Find & replace (*ways to make changes quickly*)

### Working with Data

- Sorting Data (*how to sort one field at a time / two or more / sorting by text, values, colour etc*)
- Filtering Data (*adding the filter button to quickly find information*)

### Basic Functions (*using the Autosum button to do calculations quickly*)

- Autosum, average, count, max, min

### Printing

- Accessing print options
- Choosing what to print
- Previewing and printing
- Page Setup
- Page Orientation
- Working with margins
- Scaling