

SkillMaster Computer Training

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Microsoft Excel - Introduction

What is a spreadsheet?	<ul style="list-style-type: none">• Screen display• Toolbars management• Plan and design a spread sheet
Basic operations	<ul style="list-style-type: none">• Creating new workbooks• Work with multiple sheets• Work with cells and ranges• Work with values, labels and dates• Using help in excel• Work with rows and columns
Manipulate data	<ul style="list-style-type: none">• Format and edit data• Work with borders and shading• Find and replace data• Navigation techniques• Selection techniques• Copy/cut and paste data
Automating data entry	<ul style="list-style-type: none">• Autofill• Autocomplete• Autoformat• Undo mistakes• Autocorrect• Spell check• Format painter
Formulas	<ul style="list-style-type: none">• Bodman rule• Calculations• Copying formulas

	<ul style="list-style-type: none">• Inserting functions
Charts	<ul style="list-style-type: none">• Create embedded charts• Create a chart sheet
Printing	<ul style="list-style-type: none">• Preview• Page Setup• Page Breaks• Headers/Footers