PROFESSIONAL DEVELOPMENT TRAINING

1300 121 400

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1.0 DAY COURSE

# Excel Essential Skills

**This course is designed to provide the fundamental concepts of Microsoft Excel, a tool for generating spreadsheets. In this course you'll learn by doing and get a good overview of what Excel is capable of and how to use it more effectively by creating a simple Excel report that demonstrates how to use Excel without breaking anything. We'll also throw in lots of keyboard shortcuts and time saving tips that will help you work smarter, not harder.**

### What You'll Gain:

Anyone who wants to gain more confidence in using Excel. Maybe you've just started using it in your new role or perhaps you've been using it for years but aren't sure if you're doing things the 'right' way. This course will give you the foundational skills and confidence you need to start using Excel effectively.

## Outcomes

By the end of this course, you will have a better understanding of Excel and will be able to complete your daily spreadsheet tasks with confidence and ease.

## Modules

### Lesson 1: Excel Window & Office Backstage

Learn the Microsoft lingo for Excel so that you can understand what Excel gurus and how-to articles are talking about when you

### Lesson 2: Navigating Around the Workbook

Learn some keyboard shortcuts to quickly get you to where you need to go in your Excel file.

need help. Learn how to save your files into the cloud with OneDrive.

### Lesson 3: Using Find and Replace
Don't waste time looking for something when Excel can do the work for you.

### Lesson 4: Entering and Editing Data
Learn a few tricks to save you time with data entry.

### Lesson 5: Working with Worksheets
You might call them 'tabs'. Change the name, colour and even location of these key structural Excel components.

### Lesson 6: Selecting Ranges
Look like an Excel whiz and select exactly what you need quickly and error free.

### Lesson 7: Using Formulae
Learn the key rules for success when using Excel to do basic calculations.

### Lesson 8: Using Functions
Calculate totals and averages using built in Excel functions.

### Lesson 9: Inserting & Deleting Rows & Columns
Future proof your Excel worksheet and make sure that adding and deleting data does what it's meant to do.

### Lesson 10: Cut, Copy and Paste
Copy and paste data without breaking the spreadsheet.

### Lesson 11: Using Drag and Drop, Fill and AutoFill
We'll show you a few things about how Excel thinks that will dramatically reduce the time you spend copying and pasting data.

### Lesson 12: Using Absolute References
Refer to other cells in calculations and formulae, and learn what $A$1 means. Hint: It has nothing to do with money.

### Lesson 13: Sorting and Filtering Lists
Sort and filter data to find exactly what you need. Discover ways to analyse your data using filters.

### Lesson 14: Excel Tables
Learn how to change a regular range into an Excel Table, and discover a whole new set of features and shortcuts.

### Lesson 15: Changing the Worksheet Appearance
Change cell borders, colours and apply number formatting (such as $19.95 instead of 19.950000 or 19) to make your report easier to read.

### Lesson 16: Using Charts
Insert charts that make it easy to spot trends in your data.

## Lesson 17: Page Layout View and Printing

Share your report without fighting with the printer.

Talk to our expert team

**Phone: 1300 121 400**

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