

## Summary

Harness the amazing magic of *Microsoft Excel*. Master simple tricks for creating and manipulating tables. With a little “know how”, Excel’s user-friendly tools can transform your data into comprehensive information organized in sophisticated looking tables, charts and graphs. Jumpstart your professionalism with powerful automated functions that make your data come to life!

## Previous experience

MS Windows

## Outline

### Working with Workbooks

- Advantage of using Excel
- What are workbooks and worksheets?
- Creating, saving and opening workbooks
- Entering text and numbers
- Entering data into range of cells
- Filling a range of cells
- AutoCorrect
- Using the Pick List
- Navigating the worksheet
- Selecting items in worksheets
- Inserting and deleting cells, rows and columns
- Moving between worksheets
- Closing a worksheet and exiting Excel

### A Closer Look at Excel Screen

- The standard toolbar
- The Formatting toolbar
- Selecting worksheet views
- Undo and repeat
- The Office Assistant

### Formatting and Customizing Data

- Alignment
- Data indentation and rotation
- Using fonts
- Formatting numbers
- Decimal place
- Formatting columns and rows
- Deleting cells, formatting, objects and worksheets

- Adding, editing and removing borders
- Using AutoFormat
- Copying data
- Copying data using drag and drop
- Copying columns and rows

### Formulas, Functions and Named Ranges

- Formulas
- Operator evaluation order
- Functions
- Using the SUM function
- Other commonly used functions
- Using Paste function
- Naming cells and ranges
- Using named ranges with formulas

### Introducing Charts

- Creating a chart
- Manipulating a chart
- Changing the chart type

### Printing

- Page setup
- Margins
- Centering printing output
- Headers and footers
- Sheet printing options
- Choosing a printer and changing settings
- Printing a worksheet
- Printing multiple files