comdex training centre

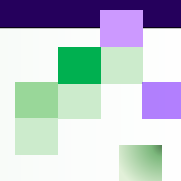1300 977 773
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Microsoft®Excel

Level 1 FOUNDATIONS

About the Course

Our popular one-day training course has been designed for the Excel novice. It delivers a solid foundation in the basics of creating and working with the world's most popular spreadsheet.

Course Objectives

- At the end of this course you will have a good working knowledge of Excel basics.
- You will feel more confident using Excel and be able to create a spreadsheet from scratch.
- Understanding and using some of the built-in calculation and formula functionality will allow you to be more productive in your work and home Excel environments.
- Spreadsheets that you create will be easier to use and look more presentable.

Course Prerequisites

Basic computer familiarity. No previous experience with other Excel versions is required.

Course Name:	**Excel Foundations** [Code XLIAD1]
Delivery Mode:	Face to Face Instructor Led
Time:	9:30am to 5pm
Price:	See website for current pricing
Cancellation Fee:	Nil, full refund*
Concessions:	30% Discount for Job Seekers, Seniors, Health Care Card Holders*
Maximum No:	10 persons, average 6
Our Computers:	Dual screen PC/Mac or BYO
Email Support:	12 months from course date*
Free Resit:	9 months*
Certificate:	Quality colour printed
Training Manual:	Hardcopy (380 pages), plus quick ref. guides & cheat sheets
Venue:	Comdex Training Centre
Location:	157A Commercial Rd. South Yarra
Public Transport:	Tram, Train, Bus to our doorstep
Car Parking:	Commercial Undercover
Refreshments	Complimentary – all day

Course Overview

This course is intended to help all novice computer users get quickly up to speed with Excel.

We will cover:

- Getting started with Excel
- Finding your way around
- Working with formulas and functions
- Modifying worksheets
- Exploring common real-world examples
- Printing workbook contents
- Managing workbooks
- Customising the Excel environment

See the full course content on reverse side ⇨

- ✓ Fast track one-day course. Train today, get going tomorrow
- ✓ Face to face accredited instructors
- ✓ Capped small class numbers ensures personal attention
- ✓ Unparalleled resources
- ✓ Centrally located close to the CBD
- ✓ First class facilities
- ✓ Relaxed informal atmosphere

*Please refer to our website for full details and T&Cs.

Microsoft Excel - Foundations

Course Code: XLIAD1
"World class training in a one-day class

Getting to Know Excel
Microsoft Excel 365, 2021, 2019, 2016
What are Spreadsheets, Worksheets, and Workbooks?
What are Columns, Rows, Cells, & Ranges?
The Excel Interface
Navigating in Excel
Keyboard Navigation Options

Creating Workbooks
The Ribbon
The Backstage View
Data Types
Excel 365 File Formats
The Save and Save As Commands
Saving to Microsoft OneDrive
Compatibility Mode
The Convert Option
The Compatibility Checker
Checking for Accessibility Issues

Getting Help in Excel 365
Using the Microsoft Search Box
Accessing Advanced Help Options

A Closer Look at Formulas
Excel Formulas
The Formula Bar
Elements of an Excel Formula
Mathematical Operators
The Order of Operations
Types of References

Using Formulas and Functions
About Functions
Creating a Function with AutoComplete
Using the Insert Function Dialog Box
Using AutoSum
Viewing AutoSum Calcs in the Status Bar
Automatic Workbook Calculations

Working with Data
Selecting Cells
The Cut, Copy, and Paste Commands
Using Paste Options
Live Preview
The Transpose Option
Moving Data with Drag and Drop
The Undo and Redo Commands
Using AutoFill
Using Flash Fill

Working with Rows and Columns
Inserting Rows and Columns
Deleting Rows and Columns
Clearing Data from Cells
Changing Column Width and Row Height
The Hide and Unhide Options

Sorting and Filtering Data
The Difference Between Sorting & Filtering
Sorting Data
Enabling Filtering
Using the Filter Menu
Using Text Filters
Clearing a Filter

Formatting Text
What is a Font?
The Font Group
The Format Cells Dialog Box
The Format Painter
Live Preview and Formatting
The Mini Toolbar
Creating Links

Formatting Cells
Applying a Border
Applying a Fill
Changing the Number Format
Formatted Numbers and Cell Width
Customising Number Formats

Aligning Cell Content
Alignment Options
The Indent Commands
The Wrap Text Command
Merge & Centre Options

Search For and Replace Data
Cell Names and Range Names
The Find Command
The Replace Command
The Go To Command

Spell Check a Worksheet
The Spelling Dialog Box

Define the Basic Page Layout for a Workbook
Topic Objectives
The Print Options in Backstage View
The Page Setup Dialog Box
The Print Preview Option
Workbook Views
Headers and Footers
Header and Footer Settings
Page Margins
Margins Tab Options
Page Orientation

Refine the Page Layout and Apply Print Options
Zoom Options
Page Breaks
Page Break Options
The Print Area
Print Titles
Scaling Options

Format Worksheet Tabs
Renaming Worksheet Tabs
Changing Tab Colour

Manage Worksheets
Grouped Worksheets
Repositioning Worksheets
Inserting or Deleting Worksheets
Hiding and Unhiding Worksheets
Worksheet References in Formulas

Manage the View of Worksheets and Workbooks
The Freeze Options
The Split Command
The Switch Windows Command
The New Window Command

Customise General and Language Options
The Excel Options Dialog Box
The General Category
The Language Category

Customise Formula Options
The Formulas Category

Customise Proofing and Save Options
The Proofing Category
The Save Category
Version Control

Customise the Ribbon and Quick Access Toolbar
The Customise Ribbon Category
The Quick Access Toolbar Category

Understanding and Enabling Add-Ins
What Are Add-ins?
The Add-Ins Category
The Developer Tab

Customise Advanced and Trust Centre Options
The Advanced Category
The Trust Centre Category

Excel Keyboard Shortcuts
Excel Glossary
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