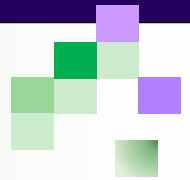




 Microsoft® Excel

## 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 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
- **New!** Powering Excel with ChatGPT (AI)

See the full course content on reverse side ⇨



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

- ✓ 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.



Comdex Training Centre  
157A Commercial Road  
South Yarra Victoria 3141



**1300 977 773**  
comdex.com.au



## 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

## Powering Excel with ChatGPT (AI)

ChatGPT Explained  
Setup and Configuration  
Using Excel with ChatGPT  
Boosting Your Skills & Productivity  
Automation & Time Saving Guide



## Cheat Sheets

Our favourite Quick Reference Guides