

Microsoft Excel from Scratch

Essential elements of the screen

- Edit Line / Formula Bar
- Reference, Navigation
- Editing, Formatting and Navigating through a spreadsheet
- Navigation through multiple spreadsheets (if applicable)
- Typing in the formula bar, typing in the cell and justifying text

Formatting cells

- Number, Background, Foreground, Borders
- Auto format (if applicable)
- Conditional formatting:
- Style:

Microsoft excel data

- Values, Labels

Formulae

- Construction of a formula
- 3 dimensional calculations

Microsoft excel worksheets and workbooks

- Using worksheets, Renaming sheets, Using workbooks

Selections

- Selection of cells, ranges, columns and rows

Autofill

- Using auto fill, Customising auto fill

Microsoft excel: power tools

- Scenario's, Auditing, Macros, Add In's

Microsoft excel: data

- Importing data
- Setting up a database – rules
- Sorting

Microsoft excel: worksheets, functions and charts.

- Basic construction of a chart using wizard

Functions

- Basic Functions, Auto sum

Certificates will only be issued on successful completion of Assessment