



# Excel Updating Worksheets

**Duration: 3 Hours**

## **Who should attend:**

This course is our entry level Excel course. It is designed to teach you how to update information in Excel workbooks that others have created. It is suitable for anyone new to Excel or who wants to bring their fundamental skills up to scratch.

This course teaches you how to enter numbers, financial information, dates and text based data correctly, as well as how to create totals and averages. You will also learn how to layout worksheets effectively and format their look and feel.

## **Pre-requisites:**

Delegates do not need any existing Excel knowledge to attend this course.

## **Content**

### **Excel Introduction**

What is Microsoft Excel?  
Understand the Office interface

### **Workbooks and Worksheets**

The Structure of Excel Files  
Starting a New Workbook  
Opening an Existing Workbook  
Saving a Workbook  
Where you save files  
AutoSave  
Navigating a Workbook  
Managing Worksheets

### **Entering Information**

Spreadsheet Information  
Formatting Cells for Specific Contents  
Entering Labels  
Using Numbers as Labels  
Using Spellcheck  
Using AutoComplete  
Entering Numbers  
Using Currency and other formats  
Date and Time  
Using Percentages  
Using Fractions  
Selecting a Range  
Using Autofill



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## **Basic Formulas**

Using SUM  
Using AVERAGE  
Using COUNT  
Using MAX  
Using MIN  
Using AutoSum

## **Formatting Workbooks**

Editing Cell Contents  
Selecting Cells  
Copying and Moving Cells  
The Clipboard  
Inserting and Deleting Cells, Rows and Columns  
Using Undo and Redo Using Find and Replace Cell Comments Formatting Cell Content  
Advanced Cell Formatting  
AutoFormat  
Using Format Painter  
Row Height and Column Width  
Cell Styles  
Themes

## **Printing a Worksheet**

Using Print Preview  
Printing a Large WorkSheet  
Printing a Chart  
Additional Print Options