

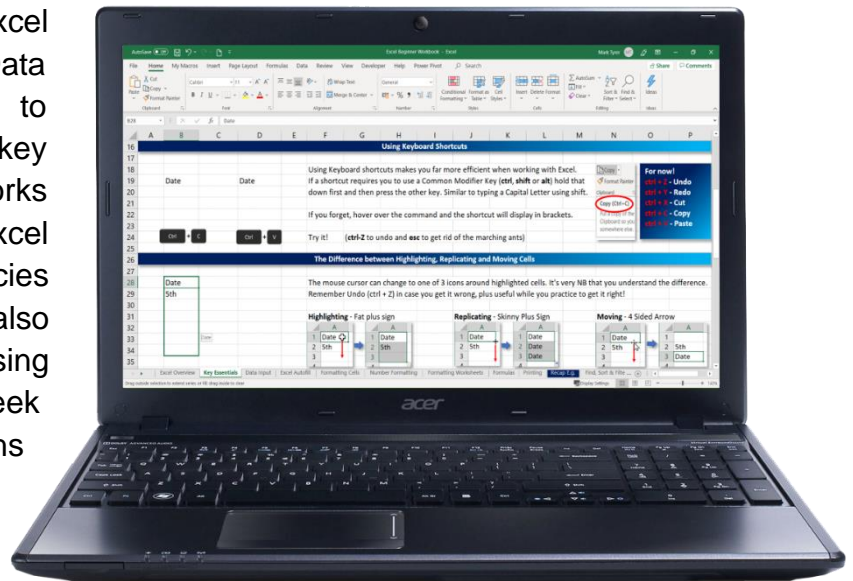


SummitSolutions

Excel Beginner Training Course

Overview: An introduction to Excel covering the basics, ranging from Data Input and Spreadsheet Navigation to Formatting and Printing. There is a key focus on understanding how Excel works with different Data Types, using Excel Formulas as well as improving efficiencies when Entering and Editing Data. We also look at managing a larger dataset by using Find, Sort & Filter and take a sneak peek at the intermediate content of Graphs and Absolute Cell References.

Pre-requisites: No prior knowledge of Excel is required, but a basic understanding of computers is expected. i.e. The ability to Navigate Windows using a mouse, understanding the concepts of Files and Folders and knowing the difference between right and left click mouse functions.



Content Covered:

- **Excel Overview** – Overview on the various components that make up Excel. Workbooks and Worksheets. Cells, Columns and Rows. Name box & Formula Bar. Office Ribbon and Menus.
- **Key Essentials** – Critical concepts that are essential to understanding and working with Excel. Such as: The Active Cell; Understanding Keyboard Shortcuts; The difference between Highlighting, Replicate and Moving Cell content; Entered Values vs Formula and making the most of your mouse right-click function.
- **Data Input** – Working through the most efficient ways to enter, check and edit your Data. This will include: Cell navigation; The correct use of the Tab, Enter and esc Keys; Cut, Copy & Paste; Undo & Redo; Spell Checker. PLUS, the introduction to the differences between the default behaviour of Text, Numbers and Dates. This is critical to working in Excel but is often overlooked!
- **Excel Autofill** – Maximising the use of the Excel Autofill feature to populate an Excel Spreadsheet. I.e. Copying cells, generating a Series and replicating Formula.
- **Formatting Cells** – Basic Cell Formatting of Font, Fill, Borders, Alignment (Merging & Wrapping) and Numbers. We'll also show you some neat shortcuts that many advanced users are unaware of, such as: Format Painter, Repeat Formatting and the difference between Delete and Clear All.
- **Number Formatting** – Numbers, Dates, Currency and Percentage. Understanding that Number Formats can be a façade, i.e. what you see is not what you get - e.g. Display rounding. Working with Excel can be very frustrating if you don't understand this!

- **Formatting Worksheets** – Adjusting Row heights and Column widths. Ways to auto-adjust all column headers at the same time. Inserting, Deleting and Hiding Rows and Columns, plus being able to Freeze the Top Row so that it's always visible when scrolling.
- **Formulas** – The basic operations of Adding, Subtracting, Multiplying and Dividing. Remember BODMAS? If not, we'll remind you, it's important! Explanation of the difference between Formulas and Functions. Intro to the 5 basic functions of Auto-Sum, Average, Count, Max and Min. Copying and Replicating Formula and understanding the critical difference between empty and zero value cells. Again, this is key to understanding calculations in Excel, which many Advanced users get wrong!
- **Printing** – Basic Printing setup of Margins, Page Orientation and Print Scaling – ability to fit all on 1 page without resizing! Plus, the difference between using Print Preview and Page Layout.

That will conclude the Basic Content of the Course. The next few sections will serve as an introduction to some of the content in our Intermediate Course. Even though it's just the basics, it should still come in pretty handy!

- **Basic Find, Sort and Filter** – Using a combination of these features to make working with large spreadsheets a lot more manageable and easier. Using Filters to extract specific Data and copy this to a New Spreadsheet. (A combo of 4 shortcuts can do this in seconds!)
- **Basic Graphs** – Intro to the simplest method to Creating and Editing Graphs, plus some key Do's and Don'ts to be aware of.
- **Excels Golden Rule** – Intro to Excels Golden Rule and the subsequent requirement to lock a cell reference in a Formula by using Absolute Cell References. \$A\$2
- **Keyboard Shortcuts** – Over 25 Keyboard Shortcuts covered throughout the course to increase those efficiencies.

Over and above working through the course content there will also be time allocated to field questions, as well as look at specific requirements that you may have brought to the training - in the form of an existing Workbook or Example.

Your take-home course material includes:

- A USB flash stick preloaded with all Excel Worksheets used, plus a comprehensive Video File Library that explains in detail all the Skills Covered.
- A comprehensive Excel Workbook with follow-along exercises as well as detailed Notes.
- Practical Tasks that will enable you to put to test all the skills learned.
- A tear-off sheet that recaps all the Key Concepts covered including Keyboard shortcuts and Formula.

excel (verb) - *be exceptionally good at or proficient in an activity or subject.*
May this be the course that enables you to Excel.