

# Excel XP - Introduction

Bookings 020 7837 2690

www.premierit.com

<b>Course Duration:</b> 1 day	<b>Course Hours:</b> 10am – 5pm
<b>Pre-requisites:</b> The delegate should be familiar with using a mouse, and working in a Windows environment	
<b>Objectives:</b> At the end of the course, the delegate will be able to: Create and save a new workbook • Enter and edit text and data • Format text and data • Use AutoFill to copy, or to create lists • Create custom lists • Find and replace text or data in a worksheet • Move and copy text and data between worksheets • Enter basic calculations and use statistical functions in formulae • Insert and delete rows and columns • Prepare a worksheet for printing • Print	

<p><b>Getting Started With Excel XP</b></p> <p>Starting Excel • The Excel Application Window • The Title Bar • The Menu Bar • Toolbars • The Active Cell, Column And Row Headers • The Formula Bar • Scroll Bars • The Sheet Tabs • The Status Bar • Menus • SpeedKeys • The Task Pane • Exiting Excel</p>
<p><b>Getting Assistance With Excel XP</b></p> <p>Using The Office Assistant • Getting Help Without The Office Assistant • Using Ask A Question To Get Help • Working With The Help Window • Getting Help From The World Wide Web • Finding Out What Is On The Screen</p>
<p><b>Creating A Workbook</b></p> <p>Creating A New Workbook • Moving Around The Worksheet With The Keyboard • Scroll Around A Worksheet • The Mouse Pointer • Selecting Cells With The Mouse • Selecting Cells With The Keyboard • Spreadsheet Data Types • Entering And Editing Data • Editing Long Entries • Undoing And Redoing Edits • Using AutoFill To Copy Data To A Range • Creating A Custom List • Saving A Workbook • Saving An AutoRecover File Automatically • Recovering A Workbook • Closing A Workbook • Opening An Existing Workbook • Deleting A Workbook</p>
<p><b>Editing A Worksheet</b></p> <p>Naming A Range And Using Go To • Moving Data With Drag And Drop • Moving And Copying Cells And Data • Using The Paste Options Smart Tag • Using The Office Clipboard To Paste Multiple Items • Using Find And Replace</p>
<p><b>Creating A Formula</b></p> <p>What Is A Formula? • Using AutoSum To Create Column And Row Totals • Entering A Formula • Building A Formula Using Functions • Editing Formulae • Performing A Calculation On The Status Bar • Using A Statistical Function In A Formula • Using Relative And Absolute Cell References In A Formula • Recognising Circular Reference Errors • Recognising Deleted Reference Errors • Recognising Other Error Messages</p>
<p><b>Formatting A Worksheet</b></p> <p>The Formatting Toolbar • Applying Text Enhancements • Aligning And Orientating Cell Contents • Applying Common Value Formats • Applying Other Value Formats • Clearing Contents Or Formats From A Cell • Resizing Columns And Rows</p>
<p><b>Borders, Shading And Other Formatting</b></p> <p>Applying Cell Borders And Shading • Modifying Alignment And Orientation Of Cell Contents • Indenting Cell Contents • Applying AutoFormats • Using The Format Painter To Copy Formats</p>
<p><b>Working With Worksheets</b></p> <p>Inserting And Deleting Rows, Columns And Selected Cells • Inserting New Worksheets • Moving, Copying, Renaming And Deleting Worksheets</p>

*Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.*

*Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.*

*Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.*

Internal Use Only: crscode EXCBXP



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## Printing A Worksheet

Using Print Preview • Changing The Page Setup • Adding A Header And Footer To A Worksheet • Printing A Worksheet • Changing The Print Area • Printing Row And Column Titles • Inserting And Removing Page Breaks

## Excel Productivity Tools

Applying Protection To A Worksheet • Hiding And Unhiding Rows And Columns • Using AutoCorrect • Checking Spelling Across A Worksheet

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