



# Introduction to Microsoft Excel

Duration: 3 half-days (9 hours)

## Objectives

In this course, you will use Microsoft Office Excel to manage, edit, and print data.

## Target Audience

This course is designed for Basic users of Excel, who need to do data inputs and print simple formatted tables.

## Prerequisite

Some knowledge of basic word processing, computing, and spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality.

## Course Outline

### Part 1 - Overview of Excel

- Describe the features of Excel
- The Excel Screen

### Part 2 - Entering Information in a Worksheet

- Entering numeric values
- Entering text values
- Entering dates and times
- Entering comments
- Entering formulas
- Saving the workbook

### Part 3 - Editing the Worksheet

- Selecting cells and ranges
- Clearing and deleting cells
- Use Undo and redo



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- Using Cut, Copy and Paste
- Adding rows and columns to the worksheet
- Entering a series of labels, numbers and dates
- Checking Spelling in a Worksheet
- The Autocorrect Features

#### Part 4 - Working with more than one worksheet

- Inserting worksheet (s)
- Renaming worksheet(s)
- Selecting worksheet(s)
- Moving worksheet(s)
- Copying/Duplicating worksheet(s)
- Deleting worksheet(s)

#### Part 5 - Formatting a Worksheet

- Formatting cells
- Applying an Autoformat to a table
- Changing column widths and row heights

#### Part 6 - Printing a Worksheet

- Previewing a Worksheet before printing it
- Controlling Page Orientation
- Adjusting the Margins
- Adding gridlines and other options
- The Print Command