

# Excel

## Foundation

### Course Outline

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#### Using Excel

- The Excel Cell Referencing System
- Entering Numbers and Text
- Summing a Column of Numbers
- Entering a Date
- Worksheets and Workbooks
- Saving a Workbook
- Creating a New Workbook
- Opening a Workbook
- Switching between Workbooks
- Help

#### Selection Techniques

- Selecting a Cell, cell range, row & column.

#### Manipulating Rows and Columns

- Inserting Rows & Columns
- Deleting Rows & Columns
- Column Widths
- Row Heights

#### Manipulating Cells and Cell Content

- Copying a Cell or Range Contents
- Deleting Cell Contents
- Moving the Contents of a Cell or Range.
- Editing Cell Content
- Undo and Redo
- AutoFill
- Sorting
- Searching and Replacing

#### Worksheets

- Renaming a Worksheet
- Inserting a New Worksheet
- Deleting a Worksheet
- Copying and moving a Worksheet

#### Font Formatting

- Font Type
- Font Size
- Bold, Italic, Underline
- Cell Border Formatting
- Background Colour
- Font Colour

#### Alignment Formatting

- Aligning cell contents

- Centring a Title Over a Cell Range
- Cell Orientation
- Text Wrapping
- Format Painter

#### Number Formatting

- Decimal Point Display
- Comma Style Formatting
- Currency Symbol
- Date Styles
- Percentages

#### Freezing Row and Column Titles

- Freezing Row and Column Titles

#### Formulas

- Creating Formulas
- Copying Formulas
- Operators
- Using Operators In Formulas
- Formula Error Messages
- Relative Cell Referencing
- Absolute Cell Referencing

#### Functions

- Sum Function
- Average Function
- Max Function
- Min Function
- Count Function
- The Counta Function
- The Countblank Function
- Using the If Function

#### Charts

- Inserting different chart types.
- Resizing and deleting a Chart
- Chart Title or Labels
- Chart Background Colour
- Column, Bar, Line or Pie Slice Colours
- Copying and Moving Charts

#### Customising Excel

- Modifying Excel Options
- Minimising the Ribbon
- Autocorrect Options

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