

Training@ CÓRAS IT

MS Excel: Outline

Excel I

The spreadsheet window: Cells, text, number dates and formulas
Simple example sheet with one calculation: Entering formula: cell references
Slightly more elaborate calculation (restaurant bill)
Loading and saving an existing document (file locations)
Copying of formulas, use of “autofill”
Selecting and formatting cells
 Formatting: Text, Numbers, Dates
Alignment
Column width and row height
Inserting and deleting rows and columns
Copying and pasting blocks of cells
Other functions: Count, Max, Min, Average,
Using the Fill series function
Sorting a sheet
 Multi-level sorts

Excel II

Review of work done in earlier session.
Absolute cell references
The VLOOKUP function
Cutting / Pasting across files, and pasting into Word files
Charting:
Importing and exporting data to other programs (CSV files)
Working with named regions
Multiple sheets in a workbook
Gridlines, borders and shading
The IF Function
 Some example of more advanced functions (Financial etc)
Grouping and outlining
Applying filters
Creating templates
Locking Cells