MS Excel
Creating Basic Workbooks

Bay Software Consultancy Ltd

Duration: ½ day

Description

Before we can use the full power of Excel, we need to be able to create a basic workbook, enter data and understand how to create a formula.

In this half day module we will do just that. An initial tour of the Excel workspace provides familiarity with the layout, size and management of a worksheet. Then, by creating a series of different worksheets, the module covers the tools and techniques to enter data, lay out a worksheet, create a simple formula and add a list of numbers.

Finally the module covers the basics for printing all or part of a worksheet.

Prerequisites

Before attending this course, you should be competent in all skills covered in the following courses:

Office Basic Skills

Competencies

Upon completing this course, you will be able to:

Work in the Excel environment.
Enter text, numeric, date and formula data.
Select cells.
Format worksheet headings.
Change the column width and row height.

Create a simple arithmetic formula.
Add a list of numbers.
Print a worksheet.
Print part of a worksheet.

Outline

The Excel Workspace

Introduce the workspace features
Navigate in a worksheet
Name cells

Entering Data

Enter text, numeric, and date information
Select cell ranges.
Change the row height and column width
Centre a heading across a worksheet
Fit headings to a column width
Use AutoFill to add month headings

Creating Formulae

Create and modify a simple formula
Re-use a formula
Use AutoSum to add a list of numbers

Printing a Worksheet

Preview a worksheet
Print a worksheet
Print selected cells
Print all worksheets