

# Introduction to Microsoft Excel

## Training course outline

Teaches you the key techniques to get you up and running in Excel, showing you how to turn disorganised data into useful information and quickly make spreadsheets your friends.



### Course summary

Provides a thorough grounding in Microsoft Excel. Sessions include:

- Program fundamentals
- Opening, saving and closing a spreadsheet
- Basic formulae
- Formatting

### Duration

One day.

### Who should attend?

Anybody who needs to use Microsoft Excel in their day-to-day work.

### In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see [armada.co.uk/liveonline](http://armada.co.uk/liveonline).

### General information

Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed software to practice the techniques taught.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

### Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

### Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

### After course support

Following training, you're entitled to 30 days' email support from your trainer.

### Further information

See [armada.co.uk/course/excel](http://armada.co.uk/course/excel).

### Course syllabus

See over.

# Course syllabus

Session	Topics
Program Fundamentals	Starting Excel Understanding the Excel Program Screen Giving Commands Using Command Shortcuts Creating a New Workbook Opening a Workbook Previewing and Printing a Worksheet Saving a Workbook Closing a Workbook Using Help Exiting Excel
Getting Started With Worksheets	Navigating a Worksheet Entering Labels and Values Selecting a Cell Range and Entering Data in a Cell Range Overview of Formulas and Cell References Entering Formulas Entering Content Automatically Referencing External Data
Editing a Worksheet	Editing Cell Contents Copying and Moving Cells Controlling How Cells Are Moved or Copied Collecting Items to Move or Copy Checking Your Spelling Inserting Cells, Rows, and Columns Deleting Cells, Rows, and Columns Using Undo and Redo Finding and Replacing Content Adding Comments to Cells Tracking Changes

Session	Topics
Formatting a Worksheet	Formatting Text Formatting Values Adjusting Row Height and Column Width Working with Cell Alignment Adding Cell Borders and Background Colors Copying Formatting Applying and Removing Cell Styles Creating and Modifying Cell Styles Using Document Themes Applying Conditional Formatting Creating and Managing Conditional Formatting Rules Finding and Replacing Formatting