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
- Editing worksheets
- Formatting worksheets.

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.

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.

Course syllabus
See over.

Follow-on courses
- Intermediate Excel (1 day)
- Advanced Excel (1 day)

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

Session	Topics
Editing Worksheets	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
Formatting Worksheets	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

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