

EXCEL BEGINNERS



- **What are Workbooks and Worksheets?**
- **Creating and Opening Workbooks**
- **Entering Data.** How to enter text, numbers, dates or times. How to enter into a range of cells
- **Autocomplete**
- **Navigating in the Worksheet.** Moving between cells, sheets, and within formulas using the mouse, keyboard or the quick way.
- **Item selection.** Selecting cells, ranges, worksheets and multiples of these
- **Inserting & Deleting cells, rows and Columns**
- **Saving Workbooks**
- **Understanding the toolbar options**
- **Formatting & Customising Data,** Including data indentation, rotation, fonts .How to format numbers and show decimal places. How to format columns and rows
- **Deleting. Data, ranges objects and worksheets.**
- **Copying data**
- **Formulae and Functions.** How to enter a formula, including using the *SUM* function.
- **Charts.** How to use the Chart Wizard, including defining the data source, formatting and customising
- **Printing.** Print a worksheet

