

## **MICROSOFT EXCEL : INTRODUCTION**

Overview Microsoft Excel is a useful tool for generating spreadsheets from a number of data sources. Using calculations and functions, users can easily manage any type of data including budgets, financial data, statistical data, reports, charts, graphs and small lists. Objectives This Excel course introduces the necessary features and skills which enable a user to begin working effectively and efficiently with Excel.

### Content

#### Lesson 1: Getting Started with Microsoft Excel

- Identify the Elements of the Excel Interface
- Create a Basic Worksheet
- Use the Help System

#### Lesson 2: Performing Calculations

- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

#### Lesson 3: Modifying a Worksheet

- Manipulate Data
- Insert, Manipulate, and Delete Cells, Columns, and Rows
- Search For and Replace Data
- Spell Check a Worksheet

#### Lesson 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and Colours to Cells
- Apply Number Formats
- Align Cell Contents
- Apply Cell Styles