



Corinium
Training

Excel Introduction – 1 day

For Versions:

Excel 2010, 2013, 2016, 2019 and Office365

Prerequisites:

No previous experience of using Excel is required, however attendees should be familiar with using a Keyboard and Mouse.

Course Outline:

Excel Environment

- Exploring Excel 2016 Ribbons
- Working with the Excel layout
- Introducing the Excel Sheet and tools

Working with Ranges

- Working with ranges
- Selecting ranges with the keyboard and mouse
- Entering values into a range
- Copying/cutting and pasting data
- Using the AutoFill feature
- Filling cells

Using Formulas

- Entering formulas
- Using the SUM function
- Using MAX, MIN, AVERAGE and COUNT functions
- Creating an absolute cell reference
- Copying and Moving Data
- Working with Quick Analysis

Sorting and Filtering

- Sorting data alphabetically and numerically
- Creating a Custom Sort
- Filtering Data
- Applying a Custom Filter

Formatting Cells/Numbers

Applying Currency, Date, % and Number Formatting

Applying Cell colours

Adjust Row/Column height and width

Add, Delete and Adjust Rows/Columns

Printing

Setting Print Areas

Repeating Print Heading

Headers/Footers

Charting

Creating a default Column Chart

Changing the Chart type

Customising chart colours and fonts

Sparklines

What is a Sparkline?

Creating Sparklines

Changing Sparkline type

Customising the Sparkline