



Microsoft Excel - Beginners

About this course

This course will cover fundamental excel topics suitable enabling a participant to use excel effectively on a day to day basis. Real live examples from the food and drinks industry will be used.

Duration: 1 day

Learning outcomes

Upon completion of this course participants will be able to:

- Create a spreadsheet and identify components of the worksheet and ribbon commands.
- Insert, Edit and Delete Data
- Move and copy cells, rows and columns
- Format fonts, borders and colours
- Modify and View worksheets
- Use Basic formula's
- Create lists
- Save and retrieve worksheets

Who should attend

This course is suitable for those who have little or no experience in excel or may use excel occasionally but have limited working knowledge of the application.

A pre-course questionnaire may need to be filled out. This will enable us to enhance the overall class experience.

Course syllabus

Module 1: Introduction to Excel

- How excel can be used for food and drink related business activities
- Workbooks, screen components, print a worksheet, open and close worksheets, uses of excel
- Entering and Editing Data
- Cell Selection and moving around the worksheet
- Deleting cell contents

Module 2: Resizing

- Resizing columns, rows and cells
- Moving, cutting, pasting and copying cells

Module 3: Formatting

- Formatting tool bar
- Formatting fonts
- Formatting borders and colours
- Formatting numbers
- Formatting dates
- Auto format

Module 4: Modifying and Viewing worksheets

- Freezing and Splitting panes
- Zoom settings
- Hiding and displaying columns and rows
- Gridlines

Module 5: Functions and Formulae

- Introduction to formulae and how they can be used in the food and drinks sector
- Functions: Min, Max, Avg, Sum, Count
- Copying formula's
- Module 6: Lists
- Introduction to lists and their application to practical usage for the participants real live work
- Using custom lists

Module 6: Printing

- Printing your worksheet