

Course: Getting Started with Excel Basics



Trainer: Hemant Parmar

Notes for Student

Excel will be taught using real life Excel files.
These Excel files will be provided to students.
It would be good if student can get own laptop with Excel, otherwise student can learn using Instructor's laptop.

Required Skills

No previous knowledge of Excel is required. This course is good for beginners.

Course Content:

Fundamentals of PC & Excel

- Identify the specifications of your computer
- Identify the version of MS Windows
- Locate excel on your computer
- Create shortcuts for excel
- Open an excel file
- Add sheets within the excel file
- Change the sheet names
- Rearrange the order of the sheets
- Understand the top level menu options of excel
- Various types of data in an excel sheet
- Various types of number formats in an excel sheet

Basic Calculations in Excel

- Perform simple addition, subtraction, multiplication and division
- Calculate sum of a range of numbers
- Using % function in different ways
- Different ways to fill data in a range
- Filling dates using a formula
- Find a formula suitable for your calculation
- writing complex formula
- Calculate selling price from cost
- Rounding off a number to nearest whole number, nearest multiple of 5 or 10
- Various rounding off methods and its impact on calculation of selling price and profit
- Editing a formula

Course: Getting Started with Excel Basics



Trainer: Hemant Parmar

Making your excel file user friendly

Adding clickable links & images

Various Formatting methods

- Adjusting column & row size
- Insert rows and columns
- Copy & paste function
- Paste special function
- Handling Text and Cell colors
- Formatting cell borders
- Adjust a long paragraph of text within a range of cells
- Filling cell background with patterns & gradients
- Adding line-breaks within a cell
- Adding pictures and shapes
- Picture, Shape and Text formatting options
- Page formatting options
- Adding page breaks
- Setting page layout for printing
- Getting same rows to print on every page
- Adding header & footer
- Setting print area

Securing your data, format and the entire file

- Password protecting the content of a sheet
- Password protecting the file
- Save the excel file in PDF format

Documents you will learn to create:

Below is the list of documents we will make in this Course.
However, these can change based on Student's requirement.

- Simple Sales Report
- Professional Quote Template
- Professional Quote Template with cost & profit details
- Simple Price List
- Pricing Booklet

With the Excel techniques you will learn in this course, you will be able to prepare reasonably attractive excel files with basic calculations.