



Duration: 1 day

***What you will cover  
in this course:***

***Assuming you  
have a basic  
understanding  
of Windows, you  
will learn to take  
advantage of the  
features listed.***

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### Module 1 - Getting Started

- Opening an Excel spreadsheet
- Key elements of an Excel spreadsheet
- Navigating around the spreadsheet

### Module 2 - Basic Editing

- Inserting data
- Editing data
- Inserting rows and columns
- Adjusting width of columns and rows.
- Saving files

*Revision Exercise 1*

### Module 3 - Introduction to Formulas

- Using values to calculate
- Using Cell addresses
- Relative and absolute

### Module 4 - Introduction to Using Functions

- Edit Formula
- AutoSum
- Paste Function feature

### Module 5 - Introduction to Managing Formulas

- Cut/copy and paste formulas
- Autofill
- Custom lists
- Basic Sorting

*Revision Exercise 2*

### Module 6 - Introduction to Formatting

- The formatting toolbar.
- Format Cells from the Format menu
- Format Paint Brush icon
- Autoformat
- Cell Comments

*Revision Exercise 3*

### Module 7 - Introduction to Charts

- Chart Wizard
- Basic editing
- Printing a chart

*Revision Exercise 4*

### Module 8 - A Workbook with multiple worksheets

- Insert and delete worksheets
- Move and copying worksheets
- Renaming a worksheet

*Revision Exercise 5*

### Module 9 - Editing Multiple sheets

- Group and ungroup worksheets
- Formatting grouped sheets
- Creating 3-D formulas

*Revision Exercise 6*

### Module 10 - Introduction to Printing a Spreadsheet

- Print Preview
- Page Setup

*Revision Exercise 7*