

## Microsoft Excel Refresher (Beginners)

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All versions

### Description

This is a short review of basic Excel for people who have worked on it but need a refresher. It is not for complete beginners in Excel. They should attend the two-day Level 1 course.

### Who should attend

This is a short one-day course for people who work on Excel occasionally or haven't used it properly and need to refresh themselves on the fundamentals before doing the intermediate course.

### Duration

1 full day onsite/online

### Unit Standards

SAQA US ID: 116937: Use a Graphical User Interface (GUI)-Based Spreadsheet Application to Create and Edit Spreadsheets. NQF level 2. Credits 4.

### Prerequisites

A knowledge of Windows and understanding of how to use the personal computer

## COURSE CONTENT

### Module 1: Excel Essentials

- The Excel screen
- Understanding the Ribbon, contextual tabs and dialog box launchers
- Customise the Quick Access Bar
- Use Help in Excel
- Workbooks and Worksheets
- Select cells and ranges
- Move and scroll through the worksheet

### Module 2: Create a spreadsheet

- Types of data
- How to enter date
- How to use AutoFill
- How to edit data
- File management & compatibility
- Formulas
- Absolute and Relative addressing

### Module 3: Edit a spreadsheet

- Change column/row widths
- Alignment of cell entries
- Centre headings over a group of cells
- Insert and delete rows/columns
- Insert, delete & rename worksheets
- Move and Copy

### Module 4: Format a spreadsheet

- Change number formats
- Borders and Fill (shading)
- Change character fonts, sizes and colours
- Copy a format to other cells
- Freeze panes
- Zoom the display

### Module 5: Printing a Spreadsheet

- Using Page Layout View, create Headers & Footers
- Print Preview
- Using the Page Layout ribbon
- Manual Page Breaks
- Changing Orientation and Scaling
- Selecting a print area
- Print repeating headings

### Module 6: Spelling and Grammar Check

- Setting Defaults for Spellchecker & Dictionary Language
- Checking Spelling and Grammar
- Autocorrect

## Module 7: Introduction to Working with Data

- Sorting a list
- Filtering a list

## Module 8: Charts

- Inserting a chart
- Working with contextual tabs:
- Choosing chart options
- Editing a chart
- Adding a data series
- Deleting a series from a range
- Changing chart type
- Changing the chart format
- Adding text, drawing objects
- Printing Charts