

# PRIORITY MANAGEMENT EXCEL FOUNDATION

VERSIONS (2010, 2013, 2016, 2019)

The Excel logo, featuring a green square with a white 'X' inside.

## WHO SHOULD ATTEND:

Individuals' who want to learn how to format, organise and analyse data from a spreadsheet.

## FORMAT:

- 1 day instructor-led session using Teams or
- Two 3 hour web-based virtual classroom sessions

## TOOLS PROVIDED:

- Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

## RELATED COURSES:

- MS Excel Intermediate
- MS Excel Advance
- WorkingSm@rt using Outlook

## INTRODUCTION

Excel is a spreadsheet application packaged with the Microsoft Office suite. It is a powerful tool for organising and analysing data. Excel's functionality has made it an essential component of computers in countless organisations, businesses, and other institutions throughout the world.

Excel is comprehensive enough to meet the needs of beginners and experienced users. With Excel, you can do a wide range of tasks, from building basic spreadsheets, to performing advanced data analysis. If you start learning Excel with our courses, you will seamlessly progress and understand the capabilities Excel can offer for your business.

Because of its layout and widespread availability, Excel is often used as a tool to create and maintain a list. More seasoned users use Excel to store database records, create charts or graphs. A lot of organisations use Excel to manage their budgets, business planning, customer records, business intelligence, analysis of sales data, customer data, performance dashboard, etc.

## PRE-QUALIFICATIONS

This course assumes the user understands the basics of using a Windows or Mac-based computer. Students should be comfortable using the keyboard, mouse, and Start Menu. No previous experience of Excel is required.

For more information to see how Priority Management can help you work smarter, call your local Priority Management office, or contact us at:

**Priority Management Australia**

Tel: 1300 139 126

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A Better Way To Work



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## SYNOPSIS

### UNIT 1: THE EXCEL ENVIRONMENT

- Navigating through Excel
- Navigating in a worksheet
- How to use Toolbars
- Entering text and numbers
- Saving, Closing, Opening and creating a workbook

### UNIT 2: FORMULAS AND FUNCTIONS

- Creating formulas
- Relative and absolute cell referencing
- How to use Sum, Average, Max, Min and Count
- Using a basic IF Function

### UNIT 3: SPREADSHEET DATA

- Entering data
- Formatting cells and text
- Using auto-complete

### UNIT 4: MANIPULATING WORKSHEETS

- Switching, renaming, inserting, deleting, worksheets
- Copying, moving a worksheet
- Inserting/deleting rows and columns

### UNIT 5: EDITING SPREADSHEETS

- Cutting, copying, and pasting
- Paste special function
- Copying formulas
- Using Find and Replace

### UNIT 6: CREATING CHARTS

- Create a chart
- Manipulate chart data
- Format chart bars
- Format chart colours
- Format chart values

### UNIT 7: FONT FORMATTING

- How to format font type and size
- How to format using bold, italic and, underline
- Cell border formatting
- Formatting the background colour using auto-format

### UNIT 8: NUMBER FORMATTING

- Number formatting
- Decimal point display
- Comma formatting
- Currency symbol
- Date styles
- Percentages

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