

# Microsoft Excel 2021 Introduction

**Duration:** 1 Day

This course has been designed for users who are new to Microsoft Excel. The course covers the basic functionality of the application such that delegates feel confident in creating and amending simple spreadsheets and charts.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## Introduction

- Getting started
- Spreadsheet terminology
- Moving around a worksheet
- Saving / closing spreadsheets
- Opening spreadsheets
- Printing a spreadsheet
- Creating new spreadsheets

## Working with Ranges

- Deleting and inserting rows and columns
- Column width and row height
- Autosum
- Autofill
- Flashfill
- Quick analysis

## Page Layout

- Margins and scaling
- Orientation
- Headers and footers
- Freeze panes

## Working with Cells

- Inputting, editing, and deleting data
- Selecting cells, rows, columns, and ranges
- Formatting cells - justification, borders, shading, number format
- Deleting cells
- Performing simple calculations (+, -, \*, /)
- Showing / Hiding calculations
- Merging cells
- Text wrap
- Conditional formatting
- Moving and copying data

## Charts

- Creating a chart
- Formatting a chart
- Sparklines
- Printing a chart

## Exporting Data

- Exporting data into other applications
- Exporting charts into other applications