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## Microsoft Excel Creating a Basic Spreadsheet

**Aim:** To gain an understanding of the features of Microsoft Excel and create a basic spreadsheet

**Pre-requisite:** Microsoft Windows Introduction or equivalent knowledge

**Duration:** 3 Hours

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### Course Content

#### The Excel Environment

- What is a Spreadsheet
- What are Spreadsheets used for
- Familiarity with the Excel Environment
- Creating Workbooks
- Navigating around a Workbook

#### Entering Data

- Entering data into cells
- Editing Cell contents
- Selecting Cells
- Reducing Work with AutoFill
- AutoComplete
- Changing Column Width and Row Height
- Custom Lists

#### Editing a Worksheet

- Clearing cell contents
- Using Undo to Reverse Errors
- Inserting/Deleting Rows, Columns
- Inserting/Deleting Cells, Worksheets
- Copying and Moving Data

#### Calculations

- Formulas
- Tips and Tricks for Formula Entry
- Precedence of Operations
- Working out Totals with AutoSum
- Introduction to Functions – Average, Minimum, Maximum.

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