

# Introduction to Microsoft Excel

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*A 2 day course delivered by Charles Darwin University.*

## **COURSE INFORMATION**

Microsoft Excel, the world's most popular PC spreadsheet software, provides many useful tools for organising, analysing, and transforming data. This program introduces course participants to using Microsoft Excel 2007 to produce reports, budgets and lists and the correct usage of basic functions.

This course is designed for this course is for people who have no prior knowledge or would like to review the fundamentals of Microsoft Excel 2007 to create electronic worksheets and workbooks. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

## **LEARNING OUTCOMES**

Participants who complete this course should be able to:

- Understand the origins of and basic uses for spreadsheets
- Correctly use routine functions and formulae
- Use spreadsheets as an analytical, transformational (charting/graphing), data storage and filtering tool

## **COURSE CONTENT**

This course covers the following areas:

- Start Microsoft Excel, navigate workbooks, and exit correctly
- Create, modify, save, and close a simple workbook
- Select ranges of cells in a workbook
- Create formulas that perform calculations in a workbook
- Copy and fill data in a workbook
- Understand and use absolute referencing in a workbook
- Format cells in a workbook
- Adjust the sizing of columns and rows in a workbook
- Create and work with functions in a workbook
- Sort data in lists in a workbook
- Print data in a workbook
- Use the various printing features to produce a variety of reports
- Use the search and replace features in a workbook
- Edit data in a workbook
- Create a variety of charts (graphs) in Excel
- Access and use the help system and work safely with your computer.

## **FOR MORE INFORMATION CONTACT**

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