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| **Sample Guide to Training Manual** |
| IT Department |

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1. Course Overview

**Overview -** This course will introduce the user to creating, formatting and printing worksheets. The delegate is then introduced to a range of useful functions and then to creating formulas to extract information to make spreadsheets more efficient and use effective.

**Who Should Attend -** This course is designed for either new users of Excel, those who have primarily been using the system to input data and print worksheets created by others or users wishing to understand and create formulas and functions. The prime aim of this course is to ensure users are equipped with the necessary skills to create a professional looking spreadsheet complete with basic formulas and functions

Getting Started

* Create, save workbooks and understand Excel screen elements
* Select and edit cells; Shortcuts to input text
* Using the help menu
* Building a worksheet

Enter text, numbers, dates,

* Adjusting the sizes of columns and rows
* Select ranges of data using both mouse and keyboard methods
* Use copy and paste and drag and drop
* Undo
* Aligning cell content & Merging cells

Formatting text, numbers and dates

* Using format painter
* Adding shading & borders
* Amending font size and colour

Working with Functions

* Understand the principles behind creating functions
* Using the Fill handle
* Use AUTOSUM, COUNT, COUNTIFs, COUNTBLANK, COUNTA
* Use MAX, MIN, LARGE and SMALL
* Use AVERAGE, MEDIAN, MODE

Printing worksheets

* Print preview, headers and footers, orientation

Creating Formulas

* Understand how and why to use brackets
* Understand the rules to follow when creating formulas
* Hands on practice using formulas in spreadsheet examples

1. An Introduction to Spreadsheets

**This chapter covers the following topics**

* Starting the Excel application
* Understanding the components of the Excel window
* Understanding the control buttons
* Understanding and using the Office Ribbons
* Entering text and numbers
* Formatting text and numbers
* Saving a spreadsheet document
* Printing a spreadsheet document
* Closing down the spreadsheet application

Microsoft Excel is a powerful spreadsheet program that you can use to efficiently evaluate and revise data, calculate and compare numbers and create charts and reports. This chapter introduces the basics of creating a simple spreadsheet and introduces some of the toolbar buttons used to format data.

* 1. Opening Microsoft Excel
* Click on the Start icon
* Move the mouse to Programs
* Click on Microsoft Excel 2016
  1. Closing Microsoft Excel
* Click the Close Icon at the top right-hand corner of the screen 

**Handy Hint**

Be sure to save any work before exiting the program. If however you have work unsaved, the program will ask you whether you want to save the spreadsheet before closing down the program. (See the section on saving for further details)

* 1. A Typical Excel Screen

A screenshot of a computer

AI-generated content may be incorrect.

Title bar

When you open Excel the bar at the top of the page is called the title bar and includes the name of the document, the name of the application and controls buttons.



Control Buttons

The control buttons work as follows:

**Minimise** - Excel is reduced to a button on the taskbar.



**Restore Down** - Restores the application window to its original size before it was maximised or minimised.



**Maximise** - Increases the size of the Excel window to fill the whole screen.



**Close** - Closes Excel completely.



Quick Access Toolbar

The Quick Access Toolbar (QAT) allows shortcuts to be added to this to customise your use of the package. The QAT is located at the very top of the screen next to the office button. To add other buttons to the bar click the small arrow at the end to reveal the drop-down menu. You can choose to display the Quick Access Toolbar above or below the office ribbon.

A screenshot of a computer

AI-generated content may be incorrect.

The File Tab

The File tab displays the contents of what is known as the Back Stage view. The main commands associated with printing, saving and emailing your work are located here. It also contains an Options section that allows the application to be tailored to your needs.

Accessing Recently Used Workbooks

Click File > Open and a list of most recently used documents will be displayed

Click on the document to open

A screenshot of a computer

AI-generated content may be incorrect.

Hover over the document and a pushpin is displayed

Click on the pushpin and the document will pin itself to the screen ensuring that it never disappears from the listing even when multiple documents

Accessing Recently Used Folders

Click File > Open and a list of most recently used documents will be displayed

Click Computer

A black text on a white background

AI-generated content may be incorrect.

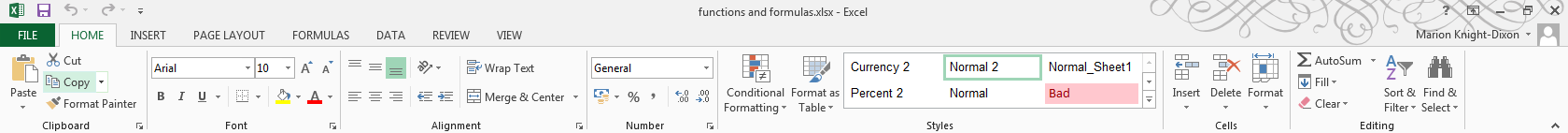
Recently accessed folders will be displayed allowing other documents to be opened

A screenshot of a computer

AI-generated content may be incorrect.

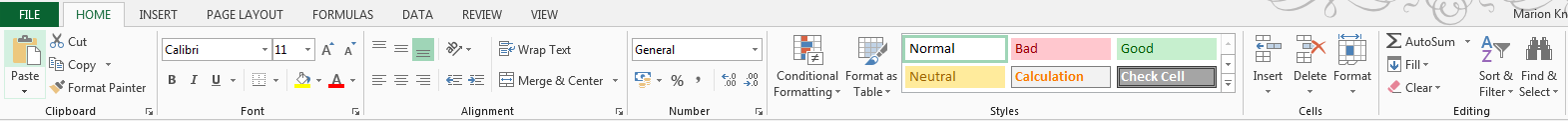
* 1. Microsoft Ribbon

The Ribbon consists of different tabs which contains icons to allow the user to work the package. Look out of the small symbol at the bottom of each group which opens up dialog boxes to allow further options.



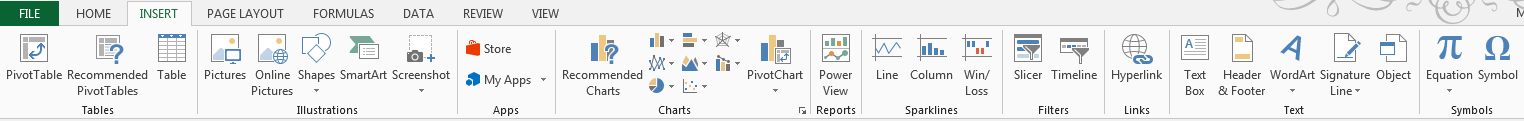
Home Tab

The home tab contains the most common features associated with using Excel, such as cut and paste, formatting cells, filtering data and AutoSum.



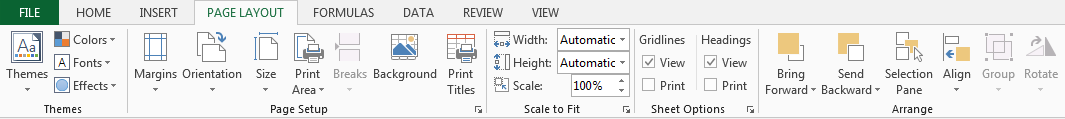
Insert Tab

The Insert Tab contains the commands for adding information to the document. Within this tab are the commands for adding shapes, organisation charts, charts, clipart, pictures, PivotTables and headers and footers.



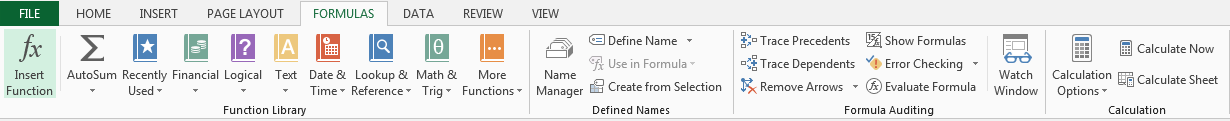
Page Layout Tab

The page layout tab is concerned with how your document looks. Within this tab you will find the commands for amending your page margins, changing the page orientation, changing the size of the page and adjusting whether you print gridlines.

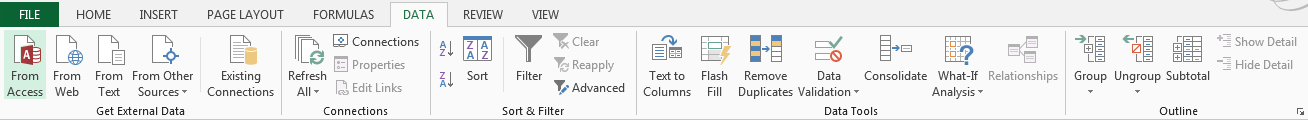


Formulas Tab

The formulas tabs lists all the functions available along with other useful areas for working with formulas such as named ranges and the ability to trace precedents and dependents (ie trace which cells are included in formulas)



Data Tab

The data tab includes commands for manipulating and sorting and analysing data. 

Review Tab

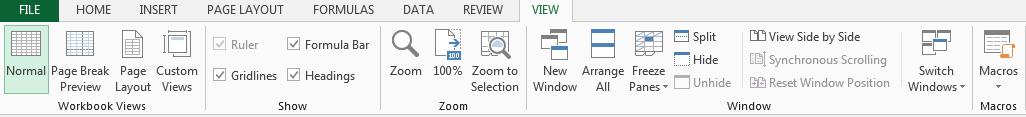
The review tab is used to proofread your document. It contains commands for checking spelling, changing the language your document identified with, adding comments to remind you to change or insert text. It also allows you to protect your worksheet and workbook.

A screenshot of a computer

AI-generated content may be incorrect.

View Tab

The view tab holds commands to change the way you view your document on screen as well as allowing you to insert page breaks. It also contains a button to record and run macros.



Developer Tab

This tab is not normally visible on most machines, unless the user has specifically requested this by clicking File > Options > Customise Ribbon and clicking Developer Tab. This tab allows the user to access advanced features of Excel and is not needed as this level.

A screenshot of a computer

AI-generated content may be incorrect.

* 1. Zoom Bar

The zoom button is a slider control that will easily and quickly change the size of the document as you view it on the screen. It is found at the bottom right-hand side of your screen.



**Handy Hint**

The size of the screen can also be altered by holding down your ctrl button and moving the scroll wheel on the mouse.

* 1. Workbooks

In Microsoft Excel, a workbook is the file in which you work and store your data. Because each workbook can contain many sheets, you can organize various kinds of related information in a single file.

* 1. Worksheets

Worksheets are the individual pages onto which you enter information. You can enter and edit data on several worksheets simultaneously and perform calculations based on data from multiple worksheets. When you create a chart, you can place the chart on the worksheet with its related data or on a separate [chart sheet](javascript:HelpPopup('xltip9.hlp','xldefChartSheet');). A worksheet has 16384 columns and 1048576 rows. The columns are labelled A to Z then AA to ZZ then BA to BZ and so on. The rows are numbered 1 – 1048576. Cells are identified by a combination of column letter and row number. eg A1 or B5.

* 1. Sheet Tabs

The names of the sheets appear on tabs at the bottom of the workbook window. To move from sheet to sheet, click the sheet tabs. Each workbook always contains three worksheets labelled Sheet1, Sheet2 and Sheet3.

* 1. Saving your Spreadsheet
* Click on the File Tab.
* Click Save As
* Navigate to the required folder
* Name your file.
* Click on Save.

**Handy Hint**

When you have saved your spreadsheet once, you can quickly save new changes by clicking on the Save icon on the Quick Access Toolbar. This will save the spreadsheet with the same name in the same folder as the original Save command.

* 1. Printing your Spreadsheet
* Click on the File Tab.
* Click Print.
* A preview of the spreadsheet will be displayed along with the various print options.
* Click the Print icon at the top of the screen to print the document.