

Course:

Microsoft Excel Introduction (Core Spreadsheets for ICDL)

Duration 1 Day

Introduction to Excel

- Open Microsoft Excel
- Work with cells
- Use the Auto Fill tool

Understand with Calculation

- Use AVERAGE function
- Identify and understand standard error values
- Understand and use relative cell referencing in formulas
- Use SUM function
- Understand and use absolute cell referencing in formulas
- Absolute references

Create charts

- Create a line chart from spreadsheet data
- Select a chart
- Switch row/column data
- Move and resize a chart
- Enter data
- Create a pie chart from spreadsheet data
- Change the chart type
- Edit charts add a chart title
- Edit a chart title
- Add data labels to a chart
- Display as percentages
- Change font size of chart title, chart legend text
- Change font color of chart title, chart legend text
- Change the line colors in the chart
- Change chart area background color, legend fill color

Use ROUND function

Close Excel