

## INTRODUCTION MICROSOFT EXCEL COURSE OUTLINE

### Pre-requisites

An Introduction to PC's and a familiarity with Windows is desirable as well as familiarity with keyboard and mouse skills.

### Objectives

At the end of this course the participant will be able to:

- Design effective spreadsheets
- Build effective spreadsheets
- Enter, edit and delete data in a worksheet
- Print reports
- Enhance the presentation of spreadsheets
- Use the help facility

### Duration

One Day – 9am-4pm

# Pre-Course Self Assessment MICROSOFT EXCEL

The information provided will assist us in assessing the level of the Microsoft Excel training course suited to your requirements. If you need any assistance in deciding on which course to attend, you can email this form back to us as an attachment to support@caman.com.au or alternatively you can print it out and fax it back to us on (08) 9470 9955.

Name: \_\_\_\_\_

Do you currently use Excel?

**Yes**                      **No**

What tasks do you currently use Excel for?

**Which Tasks Can You Perform Proficiently:**

**Tick if Can  
Do**

**Do You Need to be Able to?**

**Yes**                      **No**

***Introduction***

Move & Copy Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert Rows & Columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format the Spreadsheet with fonts, borders, shading etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change the Page Setup ie. Page size, margins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Headers/Footers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Relative & Absolute References	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construct mathematical calculation formulas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply Number Formats, ie. \$, %, decimals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using SpeedFill to quickly create lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Excel Charting Workshop***

Create Graphs or charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select chart area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change chart values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Worksheet Range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format Charts, Series, Gridlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Default Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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E: enquiries@caman.com.au

**Which Tasks Can You Perform Proficiently:**
**Tick if can do**
**Do You Need to be Able to?**
**Intermediate**

		<b>Yes</b>	<b>No</b>
View multiple spreadsheets at one time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Link data from multiple spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consolidate information from many spreadsheets into one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freeze titles to stop them from scrolling on a spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print Titles on each page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use functions such as IF, Sum, Average, SumProduct, SIN, COS, TAN etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter large amounts of database information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create summary reports (Pivot Tables) of database information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protect the Spreadsheet from changes by other users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Look up functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name Ranges of Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hide & Unhide Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create templates of common spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Advanced**

Create frequency distributions from data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create scenarios to forecast ways in which data may change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Lookup tables to quickly search for a result from a mathematical table.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Solver to equate a result by nominating which data is to change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transpose data from columns to rows and vice versa.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record, run and edit Macros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Formatting Styles to assist in the quick and consistent format of a spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set different print settings for separate pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import and Export text files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customise the Toolbar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create graphs from summary reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extract subsets of data using Criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Query database information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Thank you for completing this questionnaire.**



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