

EXCEL INTRODUCTION

DURATION

1 day

COURSE DESCRIPTION

This course is directed towards new users of Excel, those who want to improve their confidence in using Excel, and those who are new to formulas. The course covers aspects of basic spreadsheet use and covers the creation, editing and formatting of spreadsheets as well as basic formulas and functions, printing and drawing charts.

CANDIDATE LEVEL

Basic knowledge of the Windows environment is assumed, candidates should have a basic knowledge of computers including how to use a keyboard and mouse.

COURSE CONTENT*

THE EXCEL ENVIRONMENT

- The Excel screen explained
- Navigating in Excel
- Selecting cells, rows and columns

CREATING WORKBOOKS/SPREADSHEETS

- Working with sheets (insert, delete, move)
- Data entry techniques
- Autofill

EDITING & STRUCTURING A SPREADSHEET

- Editing and deleting cell contents
- Copy and move data
- Inserting and deleting rows and columns
- Changing row and column size

BASIC CHARTING

- Creating charts
- Format and edit chart content
- Dual axis / combined charts (time permitting)

FORMATTING DATA

- Format font, alignment, borders, shading
- Formatting numbers and dates
- Using the FORMAT CELLS dialogue box
- Format Painter

BASIC FORMULAS AND FUNCTIONS

- Simple calculations
- Order of precedence
- Copying formula
- Absolute and relative formula (\$)
- AutoSum Function
- Other basic functions:
 - (MIN, MAX, AVERAGE, COUNT, COUNTA)

PRINTING WORKSHEETS

- Page Set-up
- Print Preview

Timings: 9:00-3:00 or 9:30-3:30

* The outline provides guidance on the topics to be covered in the course. Course content may vary according to the requirements and abilities of the members of the group.

For further information or course booking contact andie@ittraininghub.co.uk