

Course: Microsoft Excel Introduction

Duration: One Day

Course Contents:

1. Introduction to Excel What is an Electronic Spreadsheet? What is Excel? Spreadsheet Terminology Start Excel The Excel Window & Screen The Working Window Moving Around the Sheet Create A Simple Spreadsheet Save & Close Your Spreadsheet Retrieve Your File	3. Formatting and Linking Worksheets Setting Column Widths The Formatting Commands Text Formatting Formatting Numeric Figures Changing Fonts and Attributes Inserting & Deleting Rows & Columns Adding & Centring a Title Adding Borders & Shading Working with Multiple Sheets 3D Ranges and Cell Formulae
2. Creating a Worksheet Selecting Columns And Rows Entering Data Formulae Editing Data Entering Formulas Copying Cells Adding to a Worksheet The Sum Function Copying and Pasting	4. Charting and Finalising Creating Charts The Chart Wizard Editing Charts Printing your Spreadsheet AutoComplete

Course Objectives: Delegates will learn the basics of a spreadsheet application and will be able to create and modify calculating spreadsheets.

Who should attend: People who are required to know how to create spreadsheets or work on existing Excel spreadsheets, using formatting and calculation tools.

Experience Needed: No prior experience of Excel is expected. A working knowledge of the Windows operating system and use of the mouse and keyboard is essential.

Cost The fee for the course is fully inclusive of certificate, student manual, lunch and refreshments throughout the day.

Support: Each trainee will receive six months free telephone support after the course. This is available during office hours.