

Microsoft Excel Introduction – 1 Day Course

Course Overview

Microsoft Excel is used to create and format spreadsheets, to analyse data and share information.

Who Should Attend

This course is designed for delegates with a basic understanding of Microsoft Windows who wish to gain the skills necessary to create, edit, format and print basic Microsoft Excel worksheets.

Course Objectives

By the end of this course delegates will have gained skills in how to enter and edit information in a worksheet, manage and navigate worksheets and workbooks, perform calculations and manipulate worksheet data, format worksheet contents and prepare, set up and print information.

Course Content

Workbooks

- Entering, editing and deleting data
- Using auto-fill
- Cut, copy and paste data
- Inserting and moving sheets
- Rows and columns
- Working with data

Formatting

- Font and number formatting
- Date formats

Calculations

- Formulas and functions
- Copy and move formulas
- Absolute formulas

Charting

- Creating, editing and deleting charts
- Formatting and printing charts
- Chart options
- Printing charts

Protecting Workbooks

- Password protect
- Read only option

Working with Objects

- Using ClipArt
- Drawing Toolbar
- Formatting objects

Additional Information

- CD Manuals, Fast Guides and Certificates provided
- Course timings – 9.30 am- 4.30 pm
- Buffet lunch included and free parking available on site
- Joining Instructions will be sent prior to attending the course
- Next course available is Excel Intermediate (one day), Excel Advanced (one day) and MCAS Excel (two days) (please ask for details)

Course Costs

To book this course or for further information please contact the training team on Tel - 01604 655 900 or email – training@paradisecomputing.co.uk

