

Introduction to Microsoft Excel

Duration: 1 Day

Venue: Cardiff

Book Today Get to Grips with the Basics

Overview

This training course is for the complete beginner. You will be taught how to find your way around the Excel environment and how to use the office assistant for help. You will learn how to create and work with workbooks including data entry, basic formulas and functions and how to customise your page display. You will also learn keyboard shortcuts on this course

Who should attend

This course is aimed at people with either no or very little experience in using Excel, it is therefore perfect for the first time user especially if you will be using Excel in the workplace. Anyone looking for a comprehensive grounding in Excel will benefit from this course.

What's Next

Intermediate Excel
ECDL

Content

Introduction

- Excel Environment
- Standard and Formatting Toolbars
- The Office Assistant

Workbooks & Worksheets

- Open, save, print and close a workbook/s

Input and format data

- Data Entry Techniques
- Auto-correct and Auto-Format
- Use the keyboard shortcuts
- Add borders, shading and change cell colour
- Insert, copy and delete: columns, rows and cells

Formulas and Functions

- Create formulas: Autosum, add, divide, subtract and multiply
- Use Paste Function: SUM, AVERAGE, COUNT, COUNTA, MIN, MAX
- Named Cells and Ranges in Formulas

Edit Spreadsheet

- Cut, copy and paste
- Use Smart Tags
- Find and Replace

Printing

- Show/hide gridlines and formulas
- Page Setup: Margins, Headers & Footers

Book Now

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