

# MICROSOFT EXCEL

## Introduction

### SUITABLE FOR

Delegates who are newcomers to Spreadsheets and/or Microsoft Excel.

### AIM OF THE COURSE

To introduce the basic features and concepts of Microsoft Excel and provide an opportunity to practice working with these features.

### COURSE CONTENT

- An Introduction to Spreadsheets Concepts
- Understanding the Microsoft Excel Screen Layout (Tabs, Commands, Groups & Ribbon Bar)
- Creating, Saving & Opening Spreadsheets
- Moving Around a Spreadsheet – Shortcuts
- Entering, Editing, Deleting & Formatting Text, Numbers and Dates
- Working with Basic Formulae (Addition, Subtraction, Multiplication & Division, Averages, Highest & Lowest)
- Using Absolute & Relative Cell Addressing
- Moving Blocks of Text Using Cut & Paste and Drag & Drop
- Copying Blocks of Text and Numbers Using Copy & Paste and Copy, Drag & Drop
- Creating & Customising Graphs
- Printing Worksheets & Graphs
- Using a Range of Useful "Quick" Shortcuts
- Inserting & Deleting Rows & Columns
- Using & Creating Your Own AutoFill

### FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 2 days (a refresher course is one day)
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.