

Microsoft Excel Introduction

Designed for:

This course is designed for those using Excel for the first time or for those who want to revisit the use and creation of formulas.

Aims/Objectives:

It will provide delegates with the confidence to experiment with the basic features and functionality of the package.

Course content:

- Exploring the layout of the Excel screen e.g. ribbon, quick access toolbar
- Using basic Workbook skills
- Navigating around a worksheet using shortcut keys
- Cut, Copy and Paste options and drag and drop
- Using Autofill and Auto complete to speed up data entry
- Working with columns and rows e.g. inserting and deleting
- Entering and editing data e.g. text, numbers, dates and percentages
- Creating Basic Formulae – addition, subtraction, multiplication, division and percentages
- Using the AutoSum button
- What is BODMAS and when to use arithmetic precedence?
- Formatting numbers – into currencies, dates and setting decimal places
- Formatting text – using font attributes e.g. bold, font typeface and colours
- Formatting cells – e.g. alignment, merging, borders and shading
- Using the format painter to copy cell formatting between cells
- Printing options

Pre Learning Requirements:

Delegates must have attended a Windows Introduction course, or be proficient in the use of a PC and mouse.

Training Provider: The Lightbulb

Cost:

- SBC Staff charge: £110.00
- SBC/SLA Partners charge: £125.00
- Non SLA/External charge: £175.00