
Excel

Introduction

Overview

The workshop aims to cover the following content:

- Explore the Excel Screen
- Using Basic Workbook Skills
- Navigating around a spreadsheet
- Working with Columns and Rows
- Entering and editing data
- Formatting Numbers – currency, dates and decimal places
- Formatting Text – bold, type and colours
- Formatting Cells – borders and shading
- Format painter
- Cut, Copy and Paste
- Auto Fill and Auto Complete
- Creating Basic Formulae – addition, subtraction, multiplication, division and percentages
- Using the AutoSum button.

How to book

To book this training please contact WorkforceDevelopment@southend.gov.uk

Need Identified: To help delegates to become more confident about creating professional worksheets with the software and to be able to navigate the interface intuitively and productively.

Desired Outcomes: To provide delegates with the skills needed to work quickly and to produce functional and well formatted spreadsheets.