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Aspects of Microsoft Excel

Course Duration

1 Day

Time

09.30 – 16.30

Course Description

Microsoft Excel is an application that can be used as a spreadsheet, database, or creating charts and graphs. The spreadsheet allows you to perform calculations and create formulas and functions that automatically calculate answers. The advantage of using formulas and functions is that when data in the worksheet changes, all the answers recalculate. This feature assists you in your business work whether you are running finances or stock control sheets.

Course Benefits

The course will provide delegates with:

- ∞ A Initial understanding of Microsoft Excel
- ∞ More productive workflow in the work environment
- ∞ Make the best of shortcuts in Excel and use tools and features better

Course Objectives

Upon successful completion of this course, delegates will have covered:

- ∞ Entering data in a spread sheet, workbook
- ∞ Formulas and functions
- ∞ Key Tip badges, Quick access toolbar, Dialogue boxes, The Office Button
- ∞ Navigating a worksheet
- ∞ Freeze Panes
- ∞ Modifying a workbook
- ∞ Auto calculator, etc. and status bar
- ∞ Absolute cell reference
- ∞ Named cell reference
- ∞ Using fill Series
- ∞ Custom lists
- ∞ Moving and copying data
- ∞ 3 Dimensional aspects of excel
- ∞ Outlining
- ∞ Formatting a worksheet
- ∞ Preparing a worksheet for printing

Prerequisites

This course is suitable for first time users of Microsoft Excel or anyone wishing to confirm what they know and learn how things may be carried out faster.

Locations

In-House at clients premises, by prior arrangement.
At training facilities in Dunfermline, Fife

Create a Turning Point.....