



Microsoft® Excel

Course Outline

Introduction Level

Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

Course aims and objectives

To provide delegates with the knowledge and key skills that will enable them to use Microsoft® Excel confidently and competently. On completion, attendees should be able to create their own spreadsheets, perform key calculations, format worksheets to improve the appearance, set up print outs and create simple graphs and charts.

Who should attend?

1. New users with limited (or no) experience of Microsoft® Excel.
2. Self-taught users who would like to improve their skills, knowledge and confidence
3. Casual users who would like to update existing skills and pick up new tips and shortcuts

Prerequisites

No previous experience of Microsoft® Excel is required; however, basic keyboard skills and experience working within a MS® Windows environment would be an advantage.

Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

A selection of topics covered

A typical course at this level would include the following topics. If you require any specific topics not listed, we will be happy to tailor make a course to suit your needs.

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| ● Screen layout and navigation | ● Formulae: Sum Subtract Divide Multiply |
| ● Recognising mouse pointer shapes | ● Formulae: Averages, Min, Max, Count |
| ● Using the AutoFill feature | ● Simple absolute cell referencing |
| ● Formatting text and numbers | ● Print set up – Headers & footers |
| ● Working with rows and columns | ● Sorting lists & simple filtering |
| ● Working with worksheet & sheet tabs | ● Working with graphs & charts |
| ● Cut, Copy and Paste options | ● Saving and file management |

Benefits to the individual and organisation

- ✓ Create, manage and develop your own professional spreadsheets
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again