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beach**
TRAINING

t: 01273 622272 e: info@siliconbeachtraining.co.uk w: www.siliconbeachtraining.co.uk

Beginners Microsoft Excel

Duration: 1 day
Price: £225 + vat

Prerequisites
No prior knowledge of Excel is required

Testimonials

"The pace was of the Excel Training very good and there was lots of opportunity to practice and consolidate learning"
Hazel Henderson - ES Downs & Weald PCT

"Clear and concise teaching, refreshed my knowledge of Excel, friendly atmosphere, taught in a relaxed manner, but still taught everything that was expected"
Peter Manville - Shoreham Port Authority

"Lots of new things to learn. I think I have increased my usage of Excel from 10% of its capacity to nearly 50%!"
Anya Ledwith - Carbon Clear Limited

This is an introductory Microsoft Excel training course that will provide you with a working understanding of the basic features of MS Excel.

Microsoft Excel is a very powerful spreadsheet application designed to save you time and make creating spreadsheets and other documents easy.

Course Content

Introduction to Excel

- The Excel Screen
- Using the Ribbon
- The Quick Access Toolbar
- Saving, Opening, Closing a Workbook
- Moving around the Worksheet

Entering Data

- Entering, editing and deleting data
- Undo and Redo
- Filling Cells
- Cut Copy and Paste
- Using the Windows Clipboard

Working with Rows and Columns

- Inserting and Deleting Columns and Rows
- Change Column Width
- Change Row Height
- Hide and Un-Hide Columns

Formatting Cells

- Highlighting Methods
- Formatting Text
- Formatting Numbers
- Alignment of Cells
- Merging Cells
- Wrapping Text
- Borders and Shading

Working with Worksheets

- Renaming Worksheets
- Inserting Worksheets
- Move and Copy Worksheets
- Delete Worksheets



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Related Courses

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VBA for Excel: 2 days

Beginners Word: 1 day

PowerPoint: 1 day

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Viewing Data

- Zooming a Workbook
- Freezing Panes
- Splitting a Window

Using Formulae and Functions

- How to Enter a Formula
- What are Functions
- Using Sum/Average/Max/Min
- Copying Formulas
- Relative and Absolute References

Printing

- Setting up the Page for Printing
- Using Different Views
- Adding Headers and Footers
- Using Print Titles
- Setting And Clearing Print Areas

Simple Charts

- Creating Simple Charts
- Changing Chart Type
- Formatting a Chart



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