

MS Excel Introductory Course (1 Day)

Course Content

Introduction	<ul style="list-style-type: none">Identify what you can do with ExcelOpen and close ExcelScreen layoutExcel helpWorkbooks and worksheets
Managing and Modifying Work Books	<ul style="list-style-type: none">Open, save and close workbooksCreate a new workbookMoving around a workbookInsert and delete worksheetsModify worksheet names and positionColour sheet tabs
Working with Cells and Cell Data	<ul style="list-style-type: none">Select, insert, delete and move cellsEnter and edit dataInsert, select, delete and move rows and columnsSmart TagsMerge and centre cellsCheck spelling
Adding Calculations	<ul style="list-style-type: none">Build and copy simple calculated expressionsUse AutoSum (extended AutoSum) and AutoFillUse a built in functionCopy a formulaWork with relative and absolute cell reference
Formatting Worksheets	<ul style="list-style-type: none">AutoFormatApply and modify cell formats (apply a list format)Formatting ToolbarNumeric format, font size and type, styles and bordersModify row and column settings and formatClear cell formats
Printing Worksheets	<ul style="list-style-type: none">Preview and print worksheets and workbooksSuppress error values when printingUse page setup to adjust margins, orientation, gridlines and header and footer settingsSet print area
Creating and Modifying Charts	<ul style="list-style-type: none">Create a chart using the chart wizardModify chart itemsFormat a chartChange the chart type

All course contents are subject to change with prior notice.

Course Overview

This one day foundation course is for inexperienced users who want to gain a basic understanding of MS Excel in a short time period.

Course Prerequisites

Delegates require a good understanding of PCs and a basic knowledge of Microsoft Windows.

Booking Information

- Courses are instructor led and paced to match the participant(s) skill set.

- All of our courses have been designed for Microsoft Excel 2003, 2007 and the newest Microsoft Excel 2010.

- Course prices start from £179 excluding VAT for one to one tuition and can be delivered on clients premises.

- Feel free to contact us for the latest quotes and book your Microsoft Excel training session with us.

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