

Introduction to Microsoft Excel



Designed for:

Aimed at participants who wish to learn the core features of Excel. This course provides participants with interactive examples of the topics listed in the learning objectives below.

Teaching Approach:

This course gives the participants a direct, interactive demonstration of the key features of Microsoft Excel.

Requirements:

No previous experience of Microsoft Excel is required.

Course Material:

Demonstration files and support pdf documentation will be distributed in advance of the course. Files will be compressed in a .zip folder and these will need to be saved locally beforehand.

Duration:

This course can be delivered over 1 day onsite, or 3 x 2 hour sessions online.

Introduction to Microsoft Excel Learning Objectives:

- Getting to Know Excel
- Data Entry
- Creating Basic Formulas
- Working with New Workbooks
- Editing Existing Data
- Editing Existing Formulae
- Selection Techniques
- Moving and Copying Data
- Filling Data
- Using Mathematical Operators (*, /, +, -)
- Using the AutoSUM Function
- Using MAX, MIN, AVERAGE and COUNT Functions
- Absolute Referencing in Functions (\$)
- Formatting Data
- Working with Worksheets
- Sorting & Filtering Data
- Basic Charts
- Printing
- Getting Help

