

Training Course Specification

Course: Excel Introduction (versions 1997 to 2013)

Duration: 3 ½ hours

Aims and Objectives of the workshop	Delegates will learn the basics of a spreadsheet application and will be able to create and modify calculating spreadsheets. At the end of the workshop delegates will feel confident about using a spreadsheet application.
Who should attend:	People who are required to know how to create spreadsheets or work on existing Excel spreadsheets, using formatting and calculation tools.
Experience needed:	No prior experience of Excel is expected. Although delegates with limited experience on other spreadsheet applications will find it comfortable. A working knowledge of the windows operating system and use of the mouse and keyboard is essential.

¹COURSE CONTENT:

Creating a Worksheet

- Selecting/inserting/deleting Rows and Columns
- Entering Data.
- Using simple Formulae.
- Copying Cells/replication/insert a series
- Using relative and absolute references

Formatting Worksheets

- Formatting Cells
- Merge cells
- Wrap text in cells
- Printing selected data
- Using headers and footers
- Repeating columns and rows on printouts

Other functions

- Freezing Panes
- Autofilter
- Creating Graphs

Related Courses: Excel Intermediate, Excel Advanced

¹ You can choose from the list to create your own course