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Microsoft Excel

Introduction

Introduction Microsoft Excel is one of the world's leading Windows spreadsheets, combining worksheet, graphics and database functions with sophisticated presentation facilities.

Objectives To be able to create, edit and print spreadsheets and be conversant with the basic formulae and functions. The knowledge gained will enable students to become immediately effective on their return to the office.

Designed for New users. Participants should be familiar with Windows to an introductory level.

The combined material covered in the Excel Introduction and Excel Intermediate will provide delegates with the necessary knowledge to sit the ECDL Module 4 – Spreadsheets or the MOUS Excel Core exam.

Duration One day

Topics

Introduction

- The menu system and dialog boxes
- The Excel screen layout
- Office Assist interactive help

Worksheets

- Creating & saving spreadsheets
- New Workbook task pane
- Entering data
- Selecting cells
- Cut, Copy & Paste
- Clipboard task pane
- Cell fonts and colours
- Cell borders and shading

Constructing simple formulae

- Introduction to "=" functions
- Basic "What-if" techniques
- Absolute cell references

Charts

- The Chart Wizard
- Enhancing charts – legends and titles

Printing

- Previewing options
- Printing options – page orientation and scaling

Follow-up Microsoft Excel Intermediate - 1 day
Microsoft Excel Advanced - 1 day
Microsoft Excel Introduction to VBA programming - 1 day

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