



Microsoft Excel Foundation

This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.

Duration: 1 day

Audience: New or inexperienced users of Microsoft Excel

Prerequisites: PC literate

Course Topics:

- What is a Spreadsheet?
- Screen Layout
- Open, Close & Save Workbooks
- AutoFill And Custom Lists
- Creating Formulas
 - Addition
 - Subtraction
 - Multiplication
 - Division
 - Bodmas
- Absolute Cell Referencing
- Using AutoSum
- Paste Function
- Understanding Functions
 - Sum
 - Max
 - Min
 - Average
 - Count
- Formatting Numbers
- Formatting Cells
- Inserting And Deleting Columns and Rows
- Print & Page Setup
- Creating Simple Charts
- Changing Workbook Structure

At Course Completion delegates will be able to:

- Understand the uses of Spreadsheets
- Enter, Edit & Format Data
- Create basic Formula
- Create a Chart
- Print a Spreadsheet
- Work effectively with Microsoft Excel

