

Course Outline

Introduction to Excel -- 1 day

One of the most popular pieces of business software in use today is the spreadsheet. It will produce business information such as sales, targets, (which can be printed as statistical tables or as charts), cash flow and projected profit/loss accounts.

Course Description

This course is designed as a one-day course to provide an introduction to basic spreadsheet concepts using Excel 2000, XP or 2003.

Course Objectives

By the end of the course delegates will have covered

- **Introduction To Excel**
 - Using Windows
 - Using the Mouse/Keyboard
 - Screen Layout
- **Creating a Worksheet**
 - Entering Data
 - Creating/Copying Formula
 - Using Sum & Average Functions
 - Changing Number Formats
 - Freezing Panes
- **File Management**
 - Saving Workbook/Save Options
 - Printing/Preview
 - Print Options
 - Opening Workbooks
 - Workbook Windows
- **Edit**
 - Moving Around in Worksheet
 - Moving & Copying Data
 - Insert/ Delete Rows & Columns
 - Find & Replace
 - Sort Columns
- **Altering The Appearance**
 - Column Width/Row Height
 - Alignment Of Text
 - Fonts/Formats
 - Format Painter
 - Border & Patterns
 - Automatic Formats
- **Useful Features**
 - Hide Columns/Rows
 - Print Formula
 - Enter Series of Figures/ Dates
- **Absolute Cell References**
- **Using Workbooks**
 - Selecting Sheets
 - Changing Header/.Footer
- **Creating Charts**
 - Altering the Appearance
 - Printing

Train-IT.co.uk offer one-day intermediate and advanced courses in Excel.

For further details contact our training staff on 0870 345 9551