



Microsoft Excel Introduction

Basics of Excel and Understanding Excel Formatting

- Tour the Microsoft Excel Environment
- Customise the Quick Access Tool bar
- Enter and edit data
- Adjust Column widths
- Move and copy data
- Use Auto Fill for quick entry of text, numbers and dates
- Format cells in a worksheet
- Copy and clear formatting
- Prepare a worksheet for printing and PDF
- Save a worksheet as a PDF
- Learn keyboard shortcuts

Formulas and Functions

- Understand and write Formula
- Learn the construction of a Function
- Use the SUM function
- Use Auto Fill to copy a formula

Further Functions and Calculations

- Use Functions AVERAGE, MIN, MAX, COUNT and TODAY
- Calculate percentages
- Learn how to use relative and absolute cell referencing

Work with Data Lists

- Use Freeze Panes
- Sort data
- Filter Information

Charts and Graphs

- Create bar, column, line and pie charts
- Explore and change chart properties

Our course is entirely 'hands on' and you will gain a good understanding of how to create and manage spreadsheets. By the end of the course you will be able to set up a spreadsheet containing statistical analysis functions and charts and be confident with the rules of basic formula creation. This course is good for people who are new to Excel or do have some knowledge or who are self-taught.

