



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 a Formula to add, subtract, multiply and divide numbers
- 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
- Use a keyboard shortcut to create a chart

Transform your Excel skills with our fully hands-on introductory course, designed for complete beginners and self-taught users alike. You'll learn how to confidently create and manage spreadsheets, build reliable formulas and apply essential rules for accurate calculations. By the end of the session, you'll be able to produce spreadsheets containing useful statistical functions and clear, professional charts giving you the strong foundation you need to work effectively with data in Excel.

