Microsoft Excel Beginner

Course Content

An Introduction to Excel, designed to provide a new user with a solid foundation in working with electronic spreadsheets, and an understanding of the capabilities offered by Excel.

Objectives: The objectives are to give an overall appreciation of entering data into an Excel workbook and using the editing and formatting features available. During the session the user will produce various workbooks and will be shown filing techniques to gain an understanding of drives and folders.

Topics:

- The Excel Screen
- Getting Around The Spreadsheet
- Working With Files, Workbooks and Worksheets
- Selecting And Editing Data
- Auto-Fill
- Basic Formulas
- Enhancing Presentation
- Printing
- Undoing Commands
- Editing Columns and Rows
- Copying Data