
EXCEL BASIC COURSE

ABOUT THE COURSE

A course that will introduce you to the basics of Excel. This course covers many of the fundamental elements of Excel, teaching the delegates excellent skills that build a foundation for further Excel training. The course will orientate you with the programme giving you a good understanding of how the programme works as well some exciting tips and tricks.

WHO SHOULD ATTEND

A user that is self-taught on Excel. A person that may have been using Excel for years but has not ventured further than working on spreadsheets that other users have created for them. A user that wants to learn the smart way of designing and building professional looking spreadsheets, including basic formulas like SUM, COUNT, AVERAGE and working out percentages.

DURATION – 1 DAY

SUMMARY OF KEY TOPICS COVERED

- The Excel Screen
- Entering Data
- Formatting Data
- Selecting and Navigating efficiently
- The dynamic Flash Fill
- Working with Dates and Time
- Finding and Replacing Data
- Hiding Columns
- Page Setup – including Headers and Footers
- The Basics of Formulas