

Delivery Method: Instructor-led Classroom Learning

Duration: 1.00 Day(s)

Pre-requisite(s)

This course requires a basic understanding of computers, such as basic mouse and keyboard operations, point and click, double-click operations

Overview:

Students will be introduced to spreadsheet skills and how to work with data in worksheets

Outline:

Excel Basics	The Excel Program The Workbook Environment
Entering Data and Navigating in a Worksheet	Entering and Correcting Data Saving a File Navigation and Movement Techniques
Working with Formulae	Constructing a formula
Modifying a Workbook	Editing cell contents Working with Ranges
Moving and Copying Data	Inserting Rows and Columns Moving Data Copying Data Using Replicate
Formatting a Worksheet	Formatting a Worksheet Number Formats and Text Alignment Resize cells Sorting Data
Printing a Worksheet	Checking Spelling Using the Print Preview Command View and Print Formula

Next Steps:

Excel Intermediate

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