



Focusing on...

The specific software training requirements of your workforce to maximising your workforce's efficiency

# Microsoft Excel Introduction

## Course Outline

### Course Prerequisites:

Individuals attending this course should be familiar with the general aspects of the Microsoft Windows environment (Windows 98, ME, XP, 2000, NT), and be able to use the keyboard and mouse. A basic understanding of File Management is not essential as basic guidance will be provided as the course progresses.

### Aim:

On completion of this course you will be able to confidently use the essential features included in Microsoft Excel to create and alter simple spreadsheet documents as well as including data entry, creating basic calculation formula, simple formatting and editing as well as using the page setup commands.

### Course Content:

- Creating a basic spreadsheet
- Entering and editing data and text values, worksheet formatting
- Using basic formula functions to produce results
- Adding and deleting rows and columns
- Creating basic charts and graphs from data values
- Managing and printing document files.

Course content may vary depending on existing or prior knowledge of Excel by the candidates and may be adjusted accordingly for the benefit of course candidates.

### Times and Refreshments:

Candidates attending should arrive at 09:00 as courses will start promptly at 09:30 and finish at approximately 16:30 hrs. A buffet lunch will be provided at the lunchtime interval, together with general refreshments throughout the day.

If this course outline does not meet your specific requirements please ask about our bespoke and customised training services which can be designed and built around your working requirements if required.

Candidate interaction and Q&A is welcomed throughout all our courses providing this is kept within acceptable boundaries of the course level being delivered.

All courses are delivered by our recognised **Microsoft Instructors**.

