

BEYOND THE BASICS IN EXCEL - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Revision of Excel Basics

- ▶ Entering, Navigating & Selecting Data
- ▶ Working with Columns & Rows

Formatting Spreadsheets

- ▶ Formatting Text & Sizes
- ▶ Changing Cell Alignment
- ▶ Changing Number & Date Formats
- ▶ Applying Background Shading & Cell Borders
- ▶ Copying Formats using Format Painter

Basic Formulae & Functions

- ▶ Using Formulas to Add, Subtract, Divide & Multiply Numbers
- ▶ Using the AutoSum Function
- ▶ Statistical Functions:
 - Average
 - Minimum
 - Maximum
 - Count

Page Setup & Printing

- ▶ Using Print Preview
- ▶ Changing Page Layouts
- ▶ Changing & Applying Print Options

Course Duration: 1/2 Day

Price Per Day: £695

(For any 2 Bite Sized courses)

Suitable For:

Those who need to be able to edit and format Excel spreadsheets, including creating basic calculations and formulas.

Learning Outcomes:

By the end of the course delegates will be able to produce a variety of spreadsheets, use formatting tools and page setup techniques to display and print spreadsheets effectively. They will also be able to create simple calculations and use basic Excel functions.

Prerequisite Skills:

Delegates attending this course must be able to create and edit basic spreadsheets, including entering data, working with columns and rows, saving, closing and opening files.