

## **Introduction to Microsoft Excel**

This course focuses on quick ways to get started with Microsoft Excel. Packed with shortcuts and useful exercises the tutor guides delegates from a standing start through formulas and functions. Upon course completion you will have an appreciation of the layout and structure of the Microsoft Excel screen, gained a complete understanding of 'quick' editing techniques for data entry and filling formulas, seen how to create worksheets to compile sales figures, create purchase orders, bank statements and petty cash analysis. How to enhance those worksheets giving them a professional finish.

### **Who should attend?**

This course is suitable for complete beginners to Excel and also, because of the 'quick tips' for anyone who is self-taught.

### **Course Content**

- Excel & Ms Office.
- Understanding the Excel Windows.
- Calling on Help.
- Opening & Navigating through a worksheet.
- Creating, Saving and Printing Worksheets.
- Editing a Worksheet.
- Changing the look of a Worksheet.
- Formatting and Manipulating Data.
- Performing Calculations with Functions and Formulas.
- Quick Data Entry Techniques.
- Introduction to Graphs.

### **Course Information – Microsoft Windows XP**

**Duration:** 1 Day

**Code:** ITEXP