

Who is this for?

Excel's a truly amazing package and this course starts you on the journey to learning its features. If you find yourself forever reaching for a calculator when updating documents or records, need to juggle with numbers, keep lists or produce graphs, then Excel is for you. You do **not** need to have used Excel before taking this course as you'll learn what to use it for, get to grips with its basic features and potential as the course progresses.

What does it cover?

Starting from the basics of understanding spreadsheet jargon and the worksheet, you'll learn proper data entry techniques, constructing formulae the correct way, smartening up a spreadsheet and creating a series of graphs (charts in Excel).

How long is it?

One day as a group, or can be split into several sessions if required for individuals.

Where is it run?

On your site, at home, or via one of the venues we use.

I'm interested ...

Just email us on enquiries@whitehorsect.co.uk or visit www.whitehorsect.co.uk to get in touch

Course content

An Excel Overview ...

- What is a Spreadsheet?
- Understanding spreadsheet jargon
- All about workbooks & worksheets
- The Excel Screen
- Navigating around the Spreadsheet

Piecing your spreadsheet together - entering data, saving & opening...

- Entering & editing text & numbers
- Changing column widths & row heights
- Adding & removing columns and rows
- Creating & editing simple formula with +, -, *, /
- Creating formulae by point and click
- Checking your formulae for correctness
- Adding it up with Autosum
- Coping with brackets – why, how and where
- Coping with percentages
- Understanding & using basic functions
- Demystifying absolute formulae
- Saving & opening spreadsheets

Smartening the spreadsheet ...

- Selection shortcuts
- Formatting cells
- Cell alignments & merging cells
- Borders & shading
- Moving cells– cut & copy & drag 'n' drop

Viewing & printing ...

- The different views
- Freezing panes
- Zooming shortcuts
- Scrolling through multiple spreadsheets
- Using print preview
- Fitting the spreadsheet to a page
- Repeating titles
- Creating headers & footers
- Printing your calculations

The shortcuts ...

- Copying formulae, text & numbers with Autofill
- Copying dates and series with AutoFill
- Using the Format Painter
- Quick Data entry tips
- Tweaking the Quick Access Toolbar

Creating simple charts

- Rules for chart data
- The four basic charts
- Using the Chart tabs for creating & modifying
- One key to create a chart!

List Management

- Keep lists neat!
- Sorting your list
- Searching your list