

What is this course about?

This is a one day course that gives an understanding of the features available in Excel. It is designed to cover the features most commonly used by small to medium size business.

Who is this course for?

This course is for you if you need to analyse information for your business. Getting to grips with using Excel spreadsheets will give you the flexibility you need to handle your information.

How can I prepare for this course?

You should be familiar with using the keyboard and mouse on your computer. A basic knowledge of Microsoft Windows would be an advantage.

What does the Course cover?

What you can do with a spreadsheet

Some concepts and ideas of what you can do with spreadsheets.

Formatting your spreadsheet

You will learn how to widen and format cells. How to format headings and how to set up your cells to display them in the way in which you want them to e.g. currency , date etc etc.

Moving round your spreadsheets

Spreadsheets can be very large and it is easy to loose your way in them, so you will learn how to move around more easily by freezing panes, you will also learn how to mark blocks for quick retrieval and how to Go To specific cells.

Calculations

Here you will learn how to make your spreadsheet perform the calculations you need by using basic formula and how to use shortcuts such as autosum. You will also learn how to protect your formula to prevent errors.

Printing

In this part of the course printing your spreadsheet is made easy. This is an area that commonly causes problems when you start using spreadsheets. We will teach you how to set your print area and how to scale your spreadsheets to fit your paper! You will also learn how to control the appearance of your spreadsheet.

To reserve your place or call for advice
(01432 761884

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