

## Excel Fundamentals

### Target Audience

This one day course is aimed at first time or inexperienced users of this powerful spreadsheet package. This course will provide the necessary skills to be able to produce professional looking spreadsheets and use formulae and functions to automatically perform calculations. Attendees should have experience of using a mouse and a keyboard.

### Course Details

This is a structured one day course with expert tuition, demonstrations and hands on practice.

A training manual or reference guide and appropriate exercises are provided.

### Course Objectives

- To enable the user to create and print out professional looking spreadsheets
- To perform calculations using formulae and functions

### Course Content

- Moving around the spreadsheet
- Entering and editing data
- Saving, closing and opening
- Selecting easily
- Cell structure
  - adjusting column widths/row heights
  - inserting rows, columns and cells
- Inserting formulae and functions
- Format painter
- Applying formatting to the spreadsheet
  - borders, colours, different fonts
- Printing and page setup
  - Creating headers and footers and inserting standard information (date, time, page number etc)
- Cut, copy and paste
- Using Autofill/Series
- Absolute cell references in formulae
- Useful TIPS and SHORTCUTS