



Excel 2007 Introduction

delivered by:



Overview

This course introduces the basic skills necessary to create and manipulate Excel spreadsheets. It includes basic tasks such as: using shortcuts, working with ranges, building formulae, editing and formatting data, printing and the creation of graphs.

Audience

Users new to spreadsheets.

Course Objectives

The objectives of the course are to:

- Provide new users with the knowledge to create and edit basic spreadsheets.
- To introduce the basics relating to creating formulae.

Prerequisites

Delegates should be familiar with Windows.

Course contents (1 day)

Basic principles

- What is Excel?
- Understanding the screen layout – ribbons, toolbars, etc.
- Cursor shapes and their actions

Working with cells

- Data entry and editing
- Using shortcut menus
- Autofill
- Copying and moving data
- Undo & ReDo
- Clear formats

Formulae

- Setting up a basic worksheet
- Order of calculation – BODMAS
- Creating your own formulae
- Using in-built functions – e.g. sum
- Relative v Absolute referencing

Formatting

- Using the formatting toolbar
- Inserting/Deleting rows & columns
- Altering column widths and row heights
- Adding Colours/Borders/Shading
- Alignment & Merge
- Number formatting
- Format painter and Autoformat



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Printing

- Print preview
- Page break preview
- Headers & Footers
- Adjusting Margins
- Shrink to fit
- Setting different Print areas

Larger documents

- Splitting and freezing
- Zoom

Graphs

- Chart Wizard v Quick Chart
- Bar/Line/Pie charts
- Adding/Editing Titles, borders, scales and legends
- Printing Charts

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable.

Maximum number of delegates: 8

Cost: Members - 1 unit, £150 +VAT
Non-members - £225 +VAT

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com