MS Excel Foundation1 - Worksheets (1021)



Duration:

1 Day

Membership:

This course is intended for delegates with little or no experience with MS Excel or those who feel that formal training with the basics of the application would be advantageous. The course is designed as an introduction to the key worksheet features of MS Excel and aiMS to provide greater appreciation of the capabilities of the application.

Objectives:

On completion of this course delegates will be able:

· To create and amend spreadsheets

• To build formulas quickly

• To perform calculations using dates

To format spreadsheets

 To print spreadsheets effectively with or without the use of the course notes.

Structure:

Each course will consist of 4 sessions divided into modules of work.

Content:

· Basic worksheet skills

Formatting

Basic Formulas

Navigation

Functions

Printing

Miscellaneous worksheet practicalities

Pre-requisites:

Delegates should be confident in the use of keyboard and mouse, and

the Windows environment.

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