



0208 942 5724

Email: Info@aspecttraining.co.uk

Web: www.aspecttraining.co.uk

Microsoft Excel Introduction

Duration: 1 Day

Overview:

Over the years, the king of all spreadsheet programs has grown from a fairly simple calculator into an application with the ability to perform highly complex operations. The problem for most is figuring out where to start and how each of the functions can be used. Books are great reference tools if you already know what you're looking for, but Aspect Training's Excel training courses are where you'll really grasp the full potential of Excel quickly. With Aspect Training's Microsoft Excel Introduction, you can acquire a base foundation of knowledge with just one day of Excel training.

Of course it takes more than one day of Excel training to get a complete understanding of this powerful program. This course will give you the foundation on which to build your skills and lead to greater efficiency and productivity with Microsoft Excel

Many of today's managers require that new employees have some level of Excel training. If you're in the job market, Excel training is a C.V. line item you'll want to obtain. Courses are fast, inexpensive and can drastically increase your opportunities. The job market is fiercer today than ever and earning the position you desire means taking a proactive approach to skill building.

Prerequisites:

Delegates should have a familiarity with Microsoft Windows

Continued over....



0208 942 5724

Email: Info@aspecttraining.co.uk

Web: www.aspecttraining.co.uk

Course Topics:

Excel Basics

Spreadsheet Terminology
Exploring the Excel Window
Opening and Navigating a Workbook
Closing a Workbook

Entering And Editing Data

Creating a New Excel Workbook
Entering and Editing Labels and Values
Entering and Editing Formulas
Saving and Updating A Workbook

Printing

Preparing To Print
Page Set up Options

Modifying A Worksheet

Moving a Copying Data
Moving and Copying Formulas
Using Absolute References
Inserting and Deleting Ranges

Using Functions

Entering Functions
Using Autosum
Using AVERAGE, MIN, MAX, and COUNT

Formatting Worksheets

Formatting Text
Formatting Rows and Columns
Number Formatting
Other Formatting Features

Creating Charts

Creating a Chart
Printing Charts

Web Features

Saving a Worksheet as a Web Page
Adding Hyperlinks
Sending a Workbook via Email