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Courses and instructors to develop your potential.

Live online or face to face.

Microsoft Excel Foundation

This course offers an awareness of the fundamentals of Microsoft Excel and aims to give attendees the confidence to efficiently create, edit and manage spreadsheets.

It introduces calculation writing and gives an understanding of basic mathematical structure.

Build effective graphs and charts to gain a visual representation of table data.

Group table data using sort and extract data with filters.

Because of the useful shortcuts this course offers, it is also suitable for those who are self-taught.

What will I learn?

LESSON 1

Create a Table: Creating an Excel table from scratch - Wrapping text in cells - Formatting table content - Speed up data entry with AutoFill - Sorting columns.

LESSON 2

Inserting Functions: Inserting and managing function calculations - Using AutoSum to sum numbers - Inserting statistical calculations AVERAGE, MAX and MIN.

Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

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AVERAGE, MAX and MIN.

LESSON 3

Managing Rows and Columns: Inserting and deleting table rows and columns - Quickly adjusting multiple column widths and row heights - Hiding and unhiding rows and columns.

LESSON 4

Writing Formulas: The basics of writing formulas - Understanding the use of mathematical symbols - Using more than one mathematical symbol in a calculation - When to use brackets - Troubleshooting calculation errors.

LESSON 5

Managing sheets: Inserting, renaming, moving and deleting sheets - Coping a sheet to another file - Copying a table to another location.

LESSON 6

Managing Content Formatting: Appling content formatting - Managing number formatting - Control formatting with the Format Painter.

LESSON 7

Sorting and Filtering Tables: Using Freeze Panes to lock table headings when scrolling - Sorting multiple columns - Using Filters to extract table information.

LESSON 8

Table Reports: Using the Table tool to run reports - Including totals in reports.

LESSON 9

Creating and Modifying Charts: Creating Pie and Column charts - Inserting chart titles and labels - Controlling chart formats - Changing chart type.

LESSON 10

Printing: Previewing and printing tables and charts - Modifying page orientation - Adjust margins for printing - Printing selected tables.

LESSON 11

Absolute Referenced Formula: Understand the difference between a Relative and Absolute formula - Using a $ sign to lock formulas to cells when copying.