

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.

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

How to create a spreadsheet table including formatting and calculations from scratch.

LESSON 2

Wrapping text within cells.

LESSON 3

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

Interested?

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Sorting a table's columns in ascending or descending order.

LESSON 4

Use AutoFill to speed up the input of a series of numbers or dates.

LESSON 5

Use the AutoSum function to sum columns and rows of numbers.

LESSON 6

Outputting statistical results with the AVERAGE and MAX aggregate functions.

LESSON 7

Inserting and deleting rows in tables. Quickly adjust multiple column widths.

LESSON 8

Visually display your table data by inserting pie charts and column charts

LESSON 9

Entering simple mathematical calculations using mathematical symbols

LESSON 10

Use Freeze Panes to lock parts of a table on screen while scrolling down a page.

LESSON 11

Apply Filters to extract row data based on text and number criteria.