Discovering Excel
Course Overview

In this course you will be taught how to not only develop spreadsheets using formulas and formatting but will be shown how to create charts ensuring you leave with a comprehensive knowledge of how to make Excel work for you.

Benefits

- 3 month's email support
- Online assessments & certificates
- Emailed exercises to practise
- Pre-assess your current Microsoft Excel skills

Who should attend?

Delegates with Basic Excel knowledge would benefit from attending the Discovering Excel Course. The course is available online for Microsoft® Excel® 2003 and 2007, and classroom based for Excel 2003, 2007, 2010 and 2013.

Workshop Topics	Learning Outcomes
What is Microsoft Excel	Components of the Microsoft Excel screen and the ribbon
File Formats and Columns and Rows	Selection Techniques and Entering in Data
	Page Setup and Page Breaks
Working with Formulae	Creating, copying and using formulae
	Formulae with Absolute References and 3-D Formulae
Creating Multiple Views	Freezing and Hiding Columns and Rows
	Split panes to see multiple worsheet areas
Formatting and Editing Worksheets	Editing, Formatting, Moving and Copying Data
	Conditional Formatting
Printing and Page Setup	Print Preview, Printing Options and Headers and Footers
	Setting Print Titles
Using Functions	Sum, AutoSum, Average, Max, Text
	Conditional Formatting
Charts	Creating and Editing a Chart
Formula Auditing	Analyse and Edit Formulae