



Excel – An Introduction

Audience

Anyone who has just started using Excel or will need to start using Excel at work

Outcomes

To be able to organise and input data in an efficient and logical manner. Create a formatted spreadsheet and carry out very basic calculations

Course Content

The Ribbon
Backstage View
Navigating around Excel
Data Entry Tips and Tricks
Basic Formatting
Basic Calculations

Duration

2 hours

Price

£310 including the hire of 8 laptops

Includes

All training spreadsheets for future practice
Full colour booklet to accompany the lesson