



Course Name

Excel – Basic Calculations

Course Duration

2 hours

Course Objectives

Do you feel that you just want to get some basic information and some quick results but have to sit there with a calculator, checking your figures over and over again to make sure they are right?

If so, this course is for you! You will learn how to use Excel for basic calculations (like a calculator) as well as seeing how to quickly and accurately get totals from your data – even making sure it will include any further figures you may add.

We also see how to make your data look more appealing and easier to read and understand.

This course will help you understand how Excel works and is an excellent platform for future courses that will expand on the calculations side of the program.

Course Content

Basic Calculations

- Learn to easily add, subtract, multiple and divide
- Percentage calculations – made easy
- Check your answers are correct the easy way (without resorting to a calculator)
- Total a whole load of numbers quickly and easily
- Learn easy ways of making sure your totals will include new figures you add in later
- See how easy it is to use the same calculation in more than one place

Make it look good!

- Learn how to make your information look appealing and easy to understand
- Make your numbers look how you want them look quickly and easily
- Print your information, or turn it into a PDF to email to someone

Continued overleaf

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Prerequisites

This course does assume that you have some prior experience of using Excel.

You might have entered data into a spreadsheet set up by someone else. Or, you might have tried to achieve the results mentioned above and struggled.

What's next?

The next step after completing this mini course is to move on with Formulas. The Basic Calculations – Next Steps is an excellent follow up option to this course.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**