

## Course Name

**Microsoft Excel Introduction**

## Course Duration

**One Day**

## Course Objectives

The course has been designed for first time or recent users of Microsoft Excel and is suitable for people who wish to learn the basic skills needed to use Excel. The course is 100% hands-on, with exercises to help the trainees practice the new skills they learn.

## Course Content

- **The Basics**
  - What is a spreadsheet?
  - The Microsoft Excel screen
- **Create a new Worksheet**
  - Creating a worksheet
  - Entering information into a worksheet
  - Save a worksheet
- **Modify an existing Worksheet**
  - Open a file
  - Insert and delete information
  - Move information
  - Save changes made to a worksheet
- **Worksheet Shortcuts**
  - Using AutoFill
  - Using AutoComplete
- **Worksheet Calculations**
  - Entering totals in a worksheet
  - Performing basic arithmetic in a worksheet
- **Formatting Worksheets**
  - Change fonts
  - Change cell colours
  - Using borders
  - Change number formats
  - Change alignment
- **Printing Worksheets**
  - Using Print Preview
  - Using Page Break Preview
  - Changing the page setup
  - Headers & Footers
  - Printing part of a worksheet

## Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

**Interested in this course?**

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