



4D Group

## **Excel Introduction**

### **Who would benefit?**

This course is for those just starting to use Excel or who wish to gain confidence with the package. A working knowledge of Windows is assumed for those attending the course.

### **Objective**

To give an introduction to major areas of Excel: the workbook and graphs.

### **Content**

Discuss individual's needs.  
Enter, edit and copy data.  
Use simple formulae and functions.  
Sheet proofing.  
Relative and absolute references .  
Toolbars.  
Format cell ranges.  
Workbook presentation.  
Save and print worksheets with headers and footers.  
Produce and edit graphs.  
AutoFilter.  
Subtotals.  
Introduction to Pivot Tables.

### **Duration**

One day