



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