



EXCEL INTRODUCTORY LEVEL TRAINING

T: 01252 406420

E: training@dunston.it

W: www.dunston.it

LEARN TIME SAVING FEATURES OF EXCEL

Building a Solid Foundation

The Introductory level of Excel teaches you the most efficient and effective ways to be able to create, edit and print spread sheets and be conversant with the basic formulae and functions. It ensures you have the foundations firmly in place to avoid unnecessary errors and delay in your day to day tasks.

Time Saving Features

Save time by knowing how to copy what you've already done, this applies to straight reproduction of what you've typed as well as techniques for copying formula without having to re-type.

Formulae enable you to change figures and see the results automatically update themselves instead of having to type them in.

Functions make it easy to do sophisticated calculations in a single operation.

When all your figures are set you can instantly create a graph of the data to help aid visually what it's saying.

COURSE INFORMATION



One day Microsoft Excel training courses are *£195 plus VAT and include:

- Microsoft Certified Trainer
- Maximum of 8 delegates per course
- An assigned workstation for the day
- Printed reference book
- USB stick with course material
- Course certificate
- Lunch and refreshments
- Free parking

* A discounted rate of £165 plus VAT is applicable for courses booked by the Early Bird Booking Deadline

ASPECTS OF EXCEL YOU WILL COVER

Introduction

- The menu system and dialog boxes
- The Excel screen layout
- Office Assist interactive help

Work sheets

- Creating and saving spread sheets
- New workbook task pane
- Entering data
- Selecting cells
- Cut, Copy & Paste
- Clipboard task pane
- Cell fonts and colours
- Cell borders and shading

Constructing simple formulae

- Introduction to functions
- Basic "what-if" techniques
- Cell references

Charts

- The Chart Wizard
- Enhancing charts – legends and titles

Printing

- Previewing options
- Printing options – page orientation and scaling

Questions & Answers throughout the day



DUNSTON IT

Solutions House, 161 High Street, Aldershot, Hampshire, GU11 1TT

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