

**DURATION:** One day Tutor-led groups at your premises

**SUITABLE FOR:** This course is for anyone who wants to gain the skills to create, edit format and print basic Microsoft Office Excel worksheets.

## Aims & Objectives

- You will create and edit basic Microsoft Office Excel worksheets and workbooks. You will learn how to create formulas using a function plus an argument to calculate the data on the worksheet.

## Pre-Requisites

- To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer and manage files and folders.

## About this Course

### Introduction & Workshop Objectives

#### Lesson 1: Getting Started with Excel

- Identify the Elements of the Excel Interface
- Navigate and Select Cells in Worksheets
- Customise the Excel Interface
- Create a Basic Worksheet

#### Lesson 2: Performing Calculations

- Create Formulas in a Worksheet
  - Relative, Absolute and Mixed Cell Referencing
- Use Functions within a Formula
  - Sum, Average, Max, Min and Count

#### Lesson 3: Modifying a Worksheet

- Edit Worksheet Data
- Find and Replace Data
- Manipulate Worksheet Elements

#### Lesson 4: Modifying the Appearance of a Worksheet

- Apply Font Properties
- Add Borders and Colours to Cells
- Align Content in a Cell
- Apply Number Formatting
- Apply Cell Styles

#### Lesson 5: Managing an Excel Workbook

- Manage Worksheets
- View Worksheets and Workbooks

#### Lesson 6: Printing Excel Workbooks

- Define the Page Layout
- Print a Workbook



For more information or to book please call **020 7256 6668** or email [enquiries@gbclearning.co.uk](mailto:enquiries@gbclearning.co.uk)