

Live Webinar - Microsoft Excel Introduction

Duration: 3.5 hours

Delivery Method: WebEx

Maximum 10 Delegates

About this course

This entry level live webinar is for new or inexperienced users, who would like to gain confidence with Excel and build knowledge through practical exercises.

Course Objectives

- Gain confidence in navigating and creating spreadsheets
- Use of basic formula
- Applying standard formatting

Contents

- Screen Layout
- Data Entry
- Understanding Error Messages
- File Management
- Cell Manipulation
- The Autofill Function
- SUM, MIN, MAX, AVERAGE & COUNT Functions
- Multiple Worksheets
- Cell Formatting
- Calculations
- Basic use of Absolute Referencing
- Page Setup and Printing
- Questions, Answers and Requests