

### Who is this for?

Excel's a truly amazing package and this course starts you on the journey to learning its features. If you find yourself forever reaching for a calculator when updating documents or records, need to juggle with numbers, keep lists or produce graphs, then Excel is for you. You do **not** need to have used Excel before taking this course as you'll learn what to use it for, get to grips with its basic features and potential as the course progresses.

### What does it cover?

Starting from the basics of understanding spreadsheet jargon and the worksheet, you'll learn proper data entry techniques, constructing formulae the correct way, smartening up a spreadsheet and creating a series of graphs (charts in Excel).

### How long is it?

One day as a group, or can be split into several sessions if required for individuals.

### Where is it run?

On your site, at home, or via one of the venues we use.

### I'm interested ...

Just email us on [enquiries@whitehorsect.co.uk](mailto:enquiries@whitehorsect.co.uk) or visit [www.whitehorsect.co.uk](http://www.whitehorsect.co.uk) to get in touch

## Course content

### An Excel Overview ...

*What is a Spreadsheet?*  
*Understanding spreadsheet jargon*  
*All about workbooks & worksheets*  
*The Excel Screen*  
*Navigating around the Spreadsheet*

### Piecing your spreadsheet together - entering data, saving & opening...

*Entering & editing text & numbers*  
*Changing column widths & row heights*  
*Adding & removing columns and rows*  
*Creating & editing simple formula with +, -, \*, /*  
*Creating formulae by point and click*  
*Checking your formulae for correctness*  
*Adding it up with Autosum*  
*Coping with brackets – why, how and where*  
*Coping with percentages*  
*Understanding & using basic functions*  
*Demystifying absolute formulae*  
*Saving & opening spreadsheets*

### Smartening the spreadsheet ...

*Selection shortcuts*  
*Formatting cells*  
*Cell alignments & merging cells*  
*Borders & shading*  
*Moving cells– cut & copy & drag 'n' drop*

### Viewing & printing ...

*The different views*  
*Freezing panes*  
*Zooming shortcuts*  
*Scrolling through multiple spreadsheets*  
*Using print preview*  
*Fitting the spreadsheet to a page*  
*Repeating titles*  
*Creating headers & footers*  
*Printing your calculations*

### The shortcuts ...

*Copying formulae, text & numbers with Autofill*  
*Copying dates and series with AutoFill*  
*Using the Format Painter*  
*Quick Data entry tips*  
*Tweaking the Quick Access Toolbar*

### Creating simple charts

*Rules for chart data*  
*The four basic charts*  
*Using the Chart tabs for creating & modifying*  
*One key to create a chart!*

### List Management

*Keep lists neat!*  
*Sorting your list*  
*Searching your list*