

GETTING STARTED WITH EXCEL - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Spreadsheet Basics

- ▶ Spreadsheet Concepts
- ▶ Exploring the Excel Window
- ▶ Working with the Ribbon & Commands

Navigating, Selecting & Entering Data

- ▶ Creating, Saving & Closing Spreadsheets
- ▶ Opening an Existing Spreadsheet
- ▶ Moving Around a Spreadsheet
- ▶ Entering, Editing & Deleting Data
- ▶ Using Auto Fill & Flash Fill
- ▶ Adding Numbers with AutoSum

Applying Simple Formats

- ▶ Adjusting Column Widths
- ▶ Formatting Text & Sizes
- ▶ Changing Cell Alignment
- ▶ Number Formats

Page Setup & Printing

- ▶ Portrait & Landscape Page Layouts
- ▶ Using Print Preview

Course Duration: 1/2 Day

Price Per Day: £695

(For any 2 Bite Sized courses)

Suitable For:

Those who need to be able to create simple spreadsheet models and apply basic formatting to headings, text and numbers.

Learning Outcomes:

By the end of the course delegates will be able to create new spreadsheets, open and change existing spreadsheets and use formatting tools to display and print spreadsheets effectively.

Prerequisite Skills:

Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close.