



Course Prerequisites

This is a beginner course in Excel. It is designed for those who have little or no experience of the application. This course will start Excel from the very start. If you have previously used Excel and are proficient in the course content then you may wish to consider doing an Intermediate level course.

D.T.I. Courses

- Excel 2003 or 2007
- Word 2003 or 2007
- PowerPoint 2003 or 2007
- Access 2003 or 2007
- Project 2003 or 2007
- Outlook 2003 or 2007
- Communication in Business
- Presentation Skills
- Time Management
- Team Building
- Basic I.T. Skills
- Train The Trainer

Microsoft Excel Core Level

Microsoft Excel is a powerful application which allows the user to store and manipulate large amounts of numeric data. At the end of this course you will be able to create basic spreadsheets and have sufficient knowledge to work through to the next level.

The course will specifically cover the following areas:

- Understanding the Excel screen.
- Entering data.
- Undo and correcting mistakes.
- Using the fill handle.
- Cut, copy & paste cells.
- Working with menus and toolbars.
- Creating simple formulas.
- Use the autoSum function.
- Understanding what relative and absolute cell references are.
- Check spelling.
- Formatting a spreadsheet to display decimal places, currency, percentages.
- Sorting data.
- Creating a basic chart.
- Setting up the page size, margins, etc.
- Headers & footers.
- Printing a spreadsheet.

Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course

Course Details

*1 Day Course
Start Time: 9:30am
Finish Time: 4:30pm*

