



## Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. We have developed a series of Microsoft Excel Half Day Courses so that your teams can learn what they need in half day bursts.

Courses run at your premises and on your own computers.

## Who should attend?

This course is for PA's, Administrative Assistants, Virtual Assistants, Office Managers, Accounts Assistants and anyone who needs to use Microsoft Excel in their day to day work.

## Requirements

Attendees must be confident using the keyboard and mouse.

## Aim

By the end of the course you will be able to create and manipulate a simple spreadsheet with basic formulae that calculate your data.

## What will I learn?

In particular you will be able to:

- The Ribbon and Quick Access Toolbar
- Finding your way around a workbook
- Adding text and numbers
- Formatting and number formats and why they are important

- Creating a simple formula
- Making a column add up
- Use Autofill to generate a list
- Use Autofill to copy a formula
- Use absolute reference to fix part of a formula
- Add headers and footers
- Borders and Shading
- Printing

If there is time:

- Work with more than one spreadsheet

## Time Table

### Session 1

- The Ribbon and Quick Access Toolbar
- Moving around
- Adding text and numbers
- Number formats
- Making your spreadsheet add up
- Auto Fill to copy data
- Autofill to copy a formula
- Absolute Cell Reference to fix part of a formula

### Session 2

- Adding Headers and Footers
- Formatting
- Borders and Shading
- Print and Print Preview



## Next step:

To find out more about this course and any others, call **020 8203 1774** or visit [www.theittrainingsurgery.com](http://www.theittrainingsurgery.com)