



## Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

## Who should attend?

Anyone who has never used Excel before (or any other spreadsheet package) or has some experience but is unfamiliar with using the software to perform calculation and create charts

## Requirements

Delegates must be confident in using a mouse

## Aim

By the end of the course, you will be confident in using the essential features of Excel to create and alter simple spreadsheets, using formulae.

## What will I learn?

In particular you will be able to:

- Create, save, close, open and print spreadsheets
- Insert and delete rows or columns in your spreadsheet
- Get Excel to automatically add up numbers
- Copy formulae in your spreadsheet whilst keeping one of the cell references constant
- Alter the look of the numbers and text, to make parts of the spreadsheet stand out

- Visually represent numbers and text (as a chart) in your spreadsheet, to make them stand out and easy to understand

## Time Table

### Session 1

- What is a Spreadsheet
- Entering Text and Numbers
- Using the Autofill feature
- Creating Formulas
- Using the Autosum feature
- Inserting and Deleting Rows and Columns
- Good Spreadsheet Practice

### Session 2

- Copying Formulae
- Using Absolute Cell References in formulas
- Printing a Spreadsheet

### Session 3

- Formatting cells and Alignment
- Number Formats
- Column Widths
- Borders, Shading, Bold, Italics, Underline, Fonts, Print Preview, Page Setup, Paper Orientation, Scaling
- Headers, Footers and Margins

### Session 4

- Types of Charts, Creating Charts using the Keyboard



## 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)