

Master the Basics: Get Started with Microsoft Excel

Do you want to:

- Use spreadsheets to manage tasks and data.
- Perform calculations with ease.
- Create clear and visual reports.

This beginner-friendly course from The IT Training Surgery is perfect for anyone new to Excel or who needs a refresher.

Who Should Attend?

- This course is ideal if you've never used Excel before or have some experience but struggle with calculations, data management, and visualisation.
- You should be comfortable using a mouse, and basic computer functions like saving and opening files.

What You'll Learn:

1. Building Your Excel Foundation:

- Navigate worksheets confidently.
- Insert and remove rows/columns to organize your data.
- Master basic formulas for addition, subtraction, multiplication, and division.
- Copy formulas efficiently for quick calculations.

2. Mastering Your Data:

- Clean and organize your data with features like Flash Fill.
- Create and manage tables for easy sorting and filtering.
- Add, remove, and freeze rows/columns as needed.
- Print your spreadsheets with perfect page layouts.

3. Making Data Visual:

- Apply conditional formatting to highlight trends and insights.
- Create and customize simple charts to represent your data visually.

Benefits:

- Gain the practical skills to manage your work and data effectively.
- Boost your productivity with Excel's powerful features.
- Gain the confidence to tackle more complex Excel tasks in the future.

Flexible Learning Options:

- Choose a **face-to-face** session for personalized interaction with our trainer.
- Opt for **live online learning** for the convenience of attending from anywhere.

Ready to unlock the power of Excel?

Contact The IT Training Surgery today to register.



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com