

Course: EXCEL 2010

Level: Beginner

Duration: 10 hours (This may vary as you learn at your own pace but there is no extra charge if the time is extended)

Suitable for:

Complete beginners or for those who wish to transfer their skills from any other spreadsheet package.

Pre-requisites:

If you are not already familiar with Windows itself and the use of a mouse, it is recommended that you first go through the Microsoft Windows introduction course.

Course objectives:

To teach the essential features of this popular spreadsheet package for work or home use.

Benefits:

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace in your own home

Syllabus includes:

- What is a Spreadsheet Program?
- Getting Started with Microsoft Excel
- Workbook Windows and Views
- Basic Spreadsheet Skills
- Using the Help System
- Opening, Saving and Closing Workbooks
- Workbook File Formats
- Creating New Workbooks
- Selecting Cells
- Cell Referencing
- Auto Sum and Auto Fill
- Formatting Numbers
- Formatting Cells
- Cell Alignment
- Cells, Rows and Columns
- Working with Worksheets
- Edit, Copy and Move Cells
- Proofing Workbooks
- Page Layout
- Printing and Previewing Worksheets
- Basic Options
- E-Mailing Workbooks

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Suitable follow on courses:

Excel 2010 Intermediate and Advanced courses