



## Microsoft Excel Introduction

### Course Objectives:

This course is designed to give you the fundamental basic functions of Excel to enable you to work quicker, smarter and with less mistakes.

### Who Should Attend?

Those who are new users or self-taught users or those who do not know how to do a basic formula.

### Course Content:

Topics covered on this course include:

- Getting started
- Getting assistance with Excel
- Starting a workbook
- Working with worksheets and cells
- Entering basic calculations
- Formatting cells
- Structuring the worksheet
- Printing worksheets

On completion of the course, delegates will receive a Certificate of Attendance.

**Duration:** 1 day

